



City of San Bruno

CLASS SPECIFICATION

CLASS TITLE

PRINCIPAL CIVIL ENGINEER

DEFINITION

To plan, organize, direct, supervise and manage the work of staff involved in complex, professional engineering work in support of a wide range of complex Public Works projects and initiatives; to direct the work of supervisors, subordinate professional, sub- or paraprofessional, journey-level class and technical engineering staff; to assist in the administration and management of the Engineering Section; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

The Manager level recognizes positions that provide full line and functional management responsibility for a division and that perform full supervisory and managerial responsibilities for a unit, including planning, assigning, and evaluating the work of subordinates and are responsible for a program area within a work unit or department.

This class is distinguished from the Deputy Public Works Director/City Engineer in that the latter is responsible for the general administrative direction of the Engineering Section and control of all projects.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Deputy Public Works Director/City Engineer.

Exercises direct supervision over an assigned division within the Engineering Section, including professional, sub- or paraprofessional, journey-level class and technical staff and consultants. Also exercises technical and functional supervision, including evaluation, over other less experienced professional, sub- or para-professional, technical and support staff and/or consultants throughout the Section.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for Public Works; implement policies and procedures.
- Plan, prioritize, assign, supervise and review the work of staff assigned to Public Works.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Develop and implement the Division's goals, policies and procedures; administrative planning and problem resolution.
- Manage major capital improvements projects, which includes contract administration; project schedule coordination; manage the work of consultants and staff; coordinate the work of consultants, utilities, staff, other public agencies, elected officials, and the public; communicate with the consultants, staff, public, other agencies, and elected officials; ensure quality control of

the project, including conducting field inspections; prepare and present a variety of reports and studies.

- Plan, coordinate, manage and supervise responsible engineering work in connection with municipal Public Works projects; manage the design and preparation of plans, specifications, and cost estimates for the construction of streets, storm drains, signals, parks, sanitary sewer system, building and other improvements; make feasibility and economic studies of alternative plans.
- Plan, organize, and directs the activities of an assigned division of the Engineering Section; assign, review and evaluate the work of staff in the Section for accuracy, suitability and completeness.
- Serves as a member of the Public Works Department's management team and participates in the development and implementation of Division goals, policies and procedures; administrative planning; and problem resolution.
- Manage and supervise staff reviewing a wide variety of engineering projects, including planning and studies; conduct surveys; investigate complaints; and present written and oral reports to elected and appointed officials.
- Assist in evaluating the need for, and developing plans and schedules for long-range engineering and public works projects.
- Participate in the development of capital improvement projects for compliance with City specifications; resolve disputes between the City and developers, contractors, engineers and the general public relative to City policies, specifications, regulations, procedures and extra work.
- Decide on design procedures and interpret the application of design criteria; check plans and specifications for accuracy of design and completeness.
- Interpret and apply relevant codes, ordinances, rules and regulations.
- Direct and manage the inspection of public works and land development projects for conformance to established plans and specifications.
- Provide continuing technical assistance to staff; supervise and participate in the work of lower-level engineering staff in preparation of project plans, agreements, specifications, cost estimates and contract administration for capital projects.
- Assist in the preparation, coordination and control of the operating and capital improvement budgets; assist in evaluating the need for and developing plans and schedules for long-range Public Works projects.
- Coordinate projects with other departments, divisions, sections, or teams, consultants, developers and/or property owners; give presentations to elected and appointed officials; responds to citizen inquiries and complaints, and takes appropriate action.
- Track new or pending regulatory requirements that affect the Public Works Department and provides support to meet these requirements (e.g., nonpoint and point discharge, drinking water quality, water conservation, air and groundwater contamination).
- Monitor inter-governmental actions affecting Public Works.
- Assist in the training of other city personnel in Public Works design and construction standards.
- Respond to escalated questions from the general public and attends meetings with representatives of other departments and agencies and take appropriate action.
- Make presentations to the City Council, City Manager, and other boards and commissions, business organization and homeowner's association
- May serve on and/or provide technical and support staff assistance to various City commissions and task forces.
- May serve on various employee related committees.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Answer questions and provide information to the public; research questions and recommend corrective action as necessary to resolve issues.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Principles, practices and methods of civil engineering applicable in a municipal setting [parks, buildings, geotechnical, utilities, transportation and land development]; applicable City policies, laws, and regulations affecting Engineering Division activities.
- Design, construction, and maintenance requirements, techniques, practices, and principles of public works facilities including buildings, streets, drainage systems, water, sewers, and sewage treatment plants.
- Design principles, strengths of materials, stress analysis and principles of mechanical, electrical and structural engineering and surveying as they apply to the design and construction of Public Works projects.
- Applicable laws and regulatory codes relevant to assigned areas of responsibility.
- Methods of engineering and construction management applicable to complex projects.
- Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning and preparation, and public relations.
- Modern developments, current literature, and sources of information regarding the area of assignment.
- Pertinent local, State, Federal rules and regulations and laws.
- Principles of supervision, training, and performance evaluations.
- Basic principles of budget monitoring.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Organize, implement and direct Public Works operations and activities.
- Determine, plan, assign and manage Section priorities.
- Effectively supervise and train professional, technical and clerical support staff.
- Learn and retain City administrative, budgeting, purchasing and personnel processes and procedures.
- Be proactive in identifying problem areas and develop alternative solutions and recommendations.
- Make complex engineering calculations and to check, design, and supervise the construction of a wide variety of municipal improvements and construction projects.
- Communicate effectively, orally and in writing; communicate technical information clearly and accurately to non-engineering staff, consultants, and the general public.
- Performing difficult engineering work in the design and construction of Public Works projects.
- Developing and implementing improvements to systems and operations.
- Operating Engineering tools and equipment.
- Stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell.
- Use hands to finger, handle, feel or operate objects, tools, and controls, reach with hands and arms.
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Use hand-eye coordination to operate drafting instruments, computers and various pieces of office equipment.
- Lift and/or move up to 25 pounds.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in civil engineering or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree in civil engineering or public or business administration is desirable.

Five (5) years of increasingly responsible program management and/or project coordination duties in professional civil engineering at least two years of this experience must be equivalent to an Senior Civil Engineer. Experience in municipal professional engineering and supervisory experience preferred.

Special Requirements

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession at the time of hire and continued maintenance of a valid registration as a Professional Engineer in the State of California or possess Professional Engineer registration in another state with ability to obtain California registration within six (6) months.

Working Conditions:

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Use of safety equipment, such as safety vests, safety eye wear and hard hats, as required.

Category:	Division Head
FLSA Classification:	Exempt
Effective Date:	June 29, 2022
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