

## JOB DESCRIPTION

City of Patterson



Human Resources

## SENIOR CIVIL ENGINEER

### JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under limited direction of the Director of Engineering, Building, Capital Projects/City Engineer or his designee, plans, manages, leads, oversees and performs professional and technical engineering work in the design, investigation, project management and construction engineering activities, including water and wastewater system/plants, contracting, budgeting, bidding and analysis of assigned projects; coordinates water and wastewater projects, development reviews and/or master plans and assigned activities with other divisions, departments, consultants, contractors, engineers and outside agencies; reviews development project applications, conditions of approval, environmental documents, agreements, studies and maps; trains and provides work direction and guidance to assigned personnel; performs other related duties as required.

**The Senior Civil Engineer** is a lead/advanced journey level registered professional engineer classification within the Engineering Department and exercises full responsibility for planning and organizing a variety of assigned engineering projects and directing the work of assigned staff. Incumbents perform a full range of duties, including complex professional engineering and program management assignments requiring considerable knowledge of various aspects of engineering and related program requirements, including land development, planning, design standards and regulations, construction, water and wastewater systems/plants and maintenance.

### SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from the Director of Engineer, Building, and Capital Projects/City Engineer.

Exercises direct and indirect supervision over professional, technical and office support staff.

### ESSENTIAL DUTIES

*Typical essential duties may include, but are not limited to, the following:*

Plans, coordinates, and manages public works construction, alteration, and installation projects for an assigned City department; prepares project cost estimates; reviews bids, recommends contract awards and administers contracts; coordinates resources and information to assure smooth and efficient construction activities; plans improvement projects for system expansion and upgrades for assigned department.

Organizes and directs the planning, design, development, and implementation of assigned projects; prepares, reviews, and inspects specifications to assure compliance and compatibility with existing systems and applicable codes, standards, specifications, and practices; coordinates project research, meetings, conferences, inspections, accounting and close-out.

Coordinates the bidding process for assigned projects; oversees and participates in the assembly and preparation of a variety of bid documents including drawings, calculations, specifications, plans and support materials; assures bid documents, notifications, awards, and related materials are distributed to appropriate contractors, outside agencies and personnel according to established timelines.

Trains and provides work direction and guidance to assigned personnel; provides technical consultation to City staff, administrators, and outside contractors.

Coordinates and schedules construction activities with applicable City divisions, outside agencies and the general public; collaborates with other City departments, outside agencies and contractors in the planning and coordination of assigned projects; organizes and conduct pre-construction meetings to provide project information to appropriate staff and contractors.

Reviews plans, maps and other documents for accuracy and compliance with established engineering practices, standards, and specifications; revises plans as appropriate; assures department activities comply with established polices, codes, rules, and regulations.

Plans, coordinates, and manages the inspection of department projects in progress and upon completion to assure compliance with plans, contracts, specifications, and City codes; prepares mandated reports regarding project compliance with City, State and federal codes and regulations.

Manages subordinate staff and City projects effectively and within budget.

Coordinates communications and information between administrators, staff, outside contractors, community organizations and the public to assure smooth and efficient construction operations; resolves issues as appropriate.

Assists in the development and preparation of the budget for department construction activities; monitors personnel, material and equipment needs and provides recommendations concerning Department expenditures; prepares related budget proposals; arranges payments for outside contractors and agencies as directed.

Operates specialized drafting, survey and inspection tools and equipment; operates standard office equipment including a computer and assigned software; safely drives a vehicle to conduct work.

Prepares and maintains a variety of mandated and requested records and reports related to personnel, department projects and assigned activities.

Coordinates and conducts a variety of meetings; attends City Council and other administrative meetings and provides information concerning department construction, alteration, and installation projects; prepares related agenda items, proposals, and support materials.

Performs other related duties as assigned and/or required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** Planning, organization and management of construction, alteration and installation projects for assigned City department; professional engineering and project management principles and practices; applicable City, State and federal law, codes, ordinances, regulations, policies and procedures; practices and procedures of contract administration; drafting, mapping, surveying and construction inspection techniques, instruments and equipment; policies and objectives of assigned department; engineering mathematics including geometry, trigonometry and design principles; interpersonal skills using tact, patience and courtesy; oral and written communication skills; correct English usage, grammar, spelling, punctuation and vocabulary; principles of training and providing work direction; technical aspects of field of specialty; effective operation of standard office equipment including a computer and engineering software; record-keeping and report preparation techniques; techniques related to budget preparation and control.

**Ability to:** Plan, coordinate and manage public works construction, alteration and installation projects for an assigned City department; perform a variety of professional engineering duties in the planning, design, contracting, budgeting, bidding and analysis of assigned projects; train and provide work direction and guidance to assigned personnel; interpret, apply and assure compliance with City, State and federal law, codes, ordinances, regulations, policies and procedures related to public works projects; review bids, recommend contract awards and administer contracts; organize and direct the planning, design, development and implementation of assigned projects; prepare, review and inspect specifications to assure compliance and compatibility with existing systems and applicable codes, standards, specifications and practices; coordinate the bidding process for assigned projects; oversee and participate in the assembly and preparation of a variety of bid documents including drawings, calculations, specifications, plans and support materials; plan, coordinate and manage the inspection of department projects in progress and upon completion to assure compliance with plans, contracts, specifications and City codes; analyze situations accurately and adopt an effective course of action; perform accurate engineering computations; operate specialized drafting, survey and inspection tools and equipment; work independently with little direction; operate standard office equipment including a computer and engineering software; meet schedules and time lines; prioritize and schedule work; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others.

### **NECESSARY SPECIAL REQUIREMENTS**

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must provide proof of U.S. citizenship or legal right to work in the United States.

### **EXPERIENCE and CERTIFICATIONS**

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities. Normally this would include:

**Education:** Possession of a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**Experience:** Four (4) years as a licensed civil engineer performing project design and management work. Positions in this class may be filled by advancement from the Associate Civil Engineer class. Internal candidates are eligible for advancement after a minimum of four (4) years experience in the City of Patterson Associate Engineer classification. A Master's degree in civil engineering or a related field may be substituted for one year of experience in the Associate Engineer classification. Appointment to the Senior Civil Engineer class must be recommended by the Director of Engineering, Building and Capital Projects/City Engineer.

### **License or Certificate:**

Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers.

Possession of a valid Class C California Driver's License.

### **MENTAL AND PHYSICAL REQUIREMENTS**

**Mental Requirements:** The mental demands described here are representative of those that must be met

by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to sit at a desk and/or stand for long periods of time; intermittently twist and bend to reach office equipment; see to review plans and read a variety of materials; hear and speak to exchange information; use simple grasping and fine manipulation; possess near and far vision to inspect work and operate assigned equipment; and write or use a keyboard to communicate through written means; operate a vehicle to run errands; lift or carry weight of 20 pounds or less.

**Environmental Conditions:** The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Including, but not limited to indoor and outdoor work environment in all weather conditions, including wet, hot, and cold as well as driving a vehicle to conduct work. While performing the core duties of this job, the employee regularly works in an office environment.

**FLSA Status:** Exempt

**Created:** August 2022

**Approved:** September 20, 2022