



## **PRINCIPAL CIVIL ENGINEER**

### **DEFINITION**

To manage or participate in a variety of professional engineering and capital improvement project activities and to coordinate activities with other divisions or departments.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Public Works Director or the Deputy Director of Community Development, Planning and Engineering, or designee. Responsibilities include direct and indirect supervision of professional, technical, and clerical staff. Also provides management and supervision of consultant contracts. Exercises discretion and independent judgment with respect to assigned duties.

### **EXAMPLE OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS**

Conduct and implement the most complex and technical engineering studies and projects related to public works, transportation, utilities, development and capital improvement projects. Research, analyze and make recommendations regarding major technical methodologies, practices and problems; research and prepare reports recommending the improvement of services and measures to improve efficiency of operations. May serve as the City Engineer, when assigned. Plan, develop, and oversee work of staff involved in activities related to assigned areas of responsibility. Evaluate operations and activities of assigned areas of responsibility; determine priorities; develop short and long range plans; implement improvements and modifications; prepare various reports on operations and activities. Participate in budget preparation and administration for assigned areas of responsibility. Oversee the selection and management of consultant contracts related to assigned areas of responsibility. Manage and/or participate in the preparation of complex engineering studies and reports related to public works, transportation, utilities, development and capital improvement projects according to assigned areas of responsibility; oversee coordination of assigned areas of responsibility activities with other City departments, divisions, and sections, outside agencies, citizens, consultants, and developers. Provide staff support to a variety of City boards, City Council, commissions, committees, and industry specific boards, including making presentations and ascertaining direction, when appropriate, for implementation of approved recommendations.

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; investigate complaints and recommend corrective action as necessary to resolve complaints. Build and maintain positive working relationships with co-workers, City employees, other public agencies, and the public using principles of good customer service. Regular and consistent attendance.

### **OTHER JOB FUNCTIONS:**

Interpret and apply relevant codes, ordinances, rules, and regulations. Ensure compliance with CEQA, the Public Contracts Code, the Subdivision Map Act, and all applicable State, Federal, and local regulations codes, and standards related to assigned areas of responsibility. Stamp plans for in-house design work related to assigned areas of responsibility. Check plans for accuracy, suitability, and completeness; and direct revisions. Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analysis. Manage development of infrastructure master plans. Prepare, write and present general correspondence, technical reports, statistical reports and Council Communications. Supervise, train, mentor and evaluate assigned staff. Serve as staff to a variety of City, County, regional and outside commissions, boards and committees as assigned. Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of professional engineering related to assigned function, which may include public works and utilities, transportation and development and associated capital improvement projects. Applicable local, State, Federal rules, regulations, codes, rules, laws, ordinances, policies, and standards. Methods, materials and techniques used in planning, design, construction, and maintenance/operations, and rehabilitation of a variety of public works facilities and systems. Municipal utility service management, operation and maintenance practices, and principles. Modern office procedures and standard computer equipment, software and specialized engineering software related to specific department operations. Principles and practices of research analysis and management. Budget preparation and expenditure control. Principles and practices of public sector contract administration and capital project management. Principles and practices of management, supervision, leadership, motivation, team building and conflict resolution.

#### **Skill to:**

Plan, coordinate and prioritize a variety of programs and projects. Analyze complex technical and administrative methodologies, practices and problems, evaluate alternatives, and implement creative and sound alternatives. Manage, direct, coordinate, and evaluate the work of professional and technical personnel. Prepare and present clear, concise, and competent reports, both orally and in writing. Establish and maintain effective working relationships with those contacted in the performance of duties.

**Ability to:**

Train and evaluate the performance of assigned staff. Communicate effectively both orally and in writing. Interpret, apply and explain rules, regulations, policies and procedures. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Prepare comprehensive narrative and statistical reports. Maintain a variety of reports and files related to assigned activities. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned software.

**Minimum Education and Experience:**

**Education:**

Bachelor's degree from an accredited college or university with major coursework in civil engineering.

**Experience:**

Five years of increasingly responsible and varied civil engineering experience including significant supervisory responsibilities.

**License or Certificate:**

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California and possession of a valid California Driver's License, required upon hire.

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