

**City of Sebastopol
Job Description**

Job Title: Senior Civil Engineer
Division: Engineering
Department: Engineering
Location: Public Works
Shift: Day
Reports To: City Manager
Prepared By: Ana Kwong
Approved By: City Council
Approved Date: 10/6/2020
FLSA Status: Exempt

GENERAL POSITION SUMMARY

Under direction, plans, organizes, reviews, and oversees the day-to-day operations of the City's Engineering Division, reports to the City Manager or designated Department Head. Coordinates activities, projects, studies, and plans closely with the Public Works Superintendent; provides administrative direction for public works engineering projects, land development, transportation, capital improvement project activities, design and construction, permitting and development services, and other engineering activities; assists in coordinating assigned activities with other City departments, outside agencies, consultants, and the public; may supervise a technical employee performing permitting work; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; may serve as the designated City Engineer; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey-level, professional civil engineering classification in the department's Engineering Division. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees the day-to-day activities and operations of various engineering projects, including short- and long-term Capital Improvement Program (CIP) planning and development; administration of Federal, State, and local funds for capital improvements, permitting and development, and other projects and studies. Successful performance of the work requires an extensive professional background and skill in coordinating work with that of other City departments, public agencies, and consultants. This class is distinguished from Principal Civil Engineer in that the latter is a management-level classification responsible for an Engineering Division with a broad range of engineering programs and plans, and oversight of staff and consultant-led projects and studies, whereas the Senior Civil Engineer is responsible for organizing and overseeing the day-to-day activities and operations of a variety of engineering projects and studies, administering consultant and contractor contracts, and related permitting activities. This classification is subject to a probationary period of twelve (12) months.

SUPERVISION RECEIVED AND EXERCISED

The position receives administrative direction from the City Manager or a designated department head. Exercises technical and functional supervision over technical and administrative support staff as assigned. May supervise a technical employee performing permitting work.

TYPICAL DUTIES AND RESPONSIBILITIES include but are not limited to the following.

- Plan, prioritize, and review a variety of professional and technical engineering tasks, including CIP project planning and administration, public bidding process, traffic engineering, design, and construction of public works infrastructure construction and maintenance projects, permitting and development services, and other engineering projects.
- Coordinate and administer all phases of engineering public works construction projects, including issuing and obtaining permits, easements, and rights of way; coordinating with utilities and transportation agencies; performing historical document research and review; ensuring compliance with all federal, state, and local public contracting laws; and preparing and reviewing plans, permits, sketches, specifications, engineering drawings, and cost estimates.
- Apply engineering principles and practices to specific problems; coordinate construction schedules with other projects and agencies; and inspect construction projects to ensure compliance with construction documents.
- Recommend, administer, and participate in developing and implementing goals, objectives, policies, and priorities for the public works engineering division.
- Oversee compliance with Risk Management procedures established by the Redwood Empire Municipal Insurance Fund (REMIF) for department vendors and contractors, public contracts, and permits issued by the department.
- Participate in pre-construction meetings, review and evaluate the impact of proposed projects, attend progress meetings, review work products, and assist in developing CIP project scope and schedule.
- Coordinate and assist in procuring professional services; assist in negotiating contracts and task orders; review and approve progress payments and change orders.
- Participate in the review and update of Design and Construction standards; review industry and operational practices and implement updates as necessary.
- Serve as the City's Stormwater Program manager, including Storm Water Permit compliance and reporting; administration of consultant support contracts; researching federal, state, and local regulations and changes including those from the Environmental Protection Agency (EPA); development of and updates to mandated reports; and review of development projects for compliance with City requirements.
- Investigate field problems affecting property owners, contractors, and maintenance operations; respond to and resolve various issues with residents, other department representatives, and outside agencies in a professional manner; identify and report findings and take necessary corrective action.
- Attend sub-regional and other meetings, conferences, workshops, and training sessions and review publications and audiovisual materials to remain current on principles, practices, and new developments in assigned work areas.
- Participate in developing and administering the annual budget and capital improvement budgets for the division; forecast additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; recommend and implement adjustments.
- Review and approve private development plans and other projects requiring the issuance of City permits or enforcement of applicable City codes and ordinances.
- Participate in the selecting, training, motivating, and evaluating assigned personnel; provide or coordinate staff training; respond to staff questions and concerns; may deliver performance evaluations and discipline, as assigned, for a technical employee performing permitting work.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the City Manager; oversee the implementation of improvements.

- Oversee the development of consultant requests for proposals for professional and construction services and the advertising and public bid processes.
- Evaluate proposals and recommend project award; negotiate and administer contracts after award; ensure contractor compliance with City standards and specifications and time and budget estimates; analyze and resolve complex problems that may arise; and recommend and approve field changes as required.
- Conduct CIP planning activities; provide oversight and input into the conceptual design of engineering projects; secure adequate funding from Federal and State grant programs and other funding sources.
- Investigate and resolve problems with the scope of work or cost issues of major facility upgrade and replacement projects.
- Prepare resolutions, ordinances, written reports, and specifications for public works construction projects.
- Analyze civil engineering plan design, specifications, and consultant and staff comments for alignment with design requirements and municipal and intergovernmental standards and regulations; recommend approval or additional engineering conditions and changes.
- Review subdivision maps, planning projects, building permits, legal reviews, controversial encroachment permits, and other engineering and design documents.
- Administer encroachment and grading permit application review, processing, approval, and issuance.
- Meet and confer with contractors, engineers, developers, architects, various outside agencies, and the public in acquiring information and coordinating engineering matters; provide information regarding City development requirements.
- Serve as a liaison for the department to other City departments, divisions, elected officials, outside agencies, and the public; attend meetings in various locations; provide staff support to the Design Review Board and other commissions, committees, and task forces.
- Participate in community events and workshops that provide public information regarding departmental programs, projects, and services; explains and interprets departmental programs, policies, and activities.
- Ensure effective and compliant reporting, permitting, and enforcement activities for all engineering, structural, and capital project related federal, state, and local requirements.
- Conduct a variety of departmental organizational and operational studies and investigations; recommend modifications to programs, policies, and procedures as appropriate.
- Prepare, review, and present staff reports, various management and information updates, and reports on special projects to the City Council, and various boards, commissions, and committees, as assigned by the City Manager.
- Attend and participate in professional group meetings.
- Stay abreast of new trends and innovations in engineering and other types of public works services as they relate to the area of assignment.
- Maintain and direct the maintenance of working and official departmental files.
- Monitor changes in laws, regulations, and technology that may affect City or departmental operations; implement policy and procedural changes as required.
- Respond to difficult and sensitive public inquiries and complaints and assist with resolutions and alternative recommendations.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a variety of construction projects.
- Operational characteristics, services, and activities of a comprehensive civil engineering program.

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and staff training in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Contract management practices and management of vendor services in a public agency setting.
- Basic principles of grant administration and compliance.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching engineering issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to public works engineering.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English grammar, vocabulary, syntax, spelling, and punctuation at a level sufficient to perform the position's duties and communicate and write in a clear, concise, and understandable manner for staff, consultants, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and fire district staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical engineering programs independently and cooperatively.
- Plan, organize, assign, review, and evaluate the work of staff, train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data effectively manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional and regulatory organizations, and meetings with individuals.
- Establish, monitor, and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize various projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Communicate effectively in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal

guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted at work.

Language Skills:

- Ability to read, analyze, and interpret governmental regulations, scientific and technical journals, financial reports and legal documents.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to present information and respond to questions from internal and external customers.

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference, basic algebra, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, proportions, area, circumference, and volume to practical situations.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, draw valid, logical conclusions, and solve practical problems.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, and schedule form and deal with several abstract and concrete variables.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related field and five (5) years of increasingly responsible professional civil engineering experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Position may require possession of a valid California driver's license with a clean driving record to meet the standards of City liability insurance requirements.

Registration with the State of California as a Professional Civil Engineer is required.

Registration with the State of California as Land Surveyor is highly desirable if civil engineering license does not cover land surveying. Certification as a Project Management Professional (PMP) is desirable.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents must possess mobility to work in a standard office setting and use standard office equipment, including a computer; inspect development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; operate a motor vehicle, and to visit various City and meeting sites; read printed materials and a computer screen; and communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas while conducting inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; lift, carry, push, and pull materials and objects weighing up to 25 pounds. Incumbents may be

required to work extended hours, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings. Mobility and balance to traverse riparian terrain may also be necessary as part of a site inspection and the ability to look up, down, back, and sideways to ascertain site hazards and changed conditions may also be required.

ENVIRONMENTAL ELEMENTS

Incumbents mostly work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and electrical hazards, uneven terrain, and hazardous physical substances and fumes; may interact with upset members of the public and private representatives in interpreting and enforcing departmental and City policies and procedures.