

CIVIL ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of advanced plan reviewing, project management, contract management, designing, drafting, communicating clearly with staff and public, including the preparation of information, layouts and color renderings, demonstrates a full understanding of all applicable policies, procedures, standards, and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Civil Engineer is a journey-level class. This class performs complex procedures in carrying out a variety of engineering work. This class independently performs a variety of office and field assignments requiring knowledge of development engineering, engineering project management, engineering design and the City's construction standards and ordinances.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Director of Public Works / City Engineer. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS *(include but are not limited to the following):*

DEVELOPMENT ENGINEERING. Performs plan checking and supervises consulting engineers for plan checking of private development projects; plan checks include improvement plan review, review of engineers estimates, conformance with construction and post-construction storm water requirements, tentative/final subdivision map review, lot line adjustments and other requested mapping changes, drafting conditions of approval, subdivision improvement agreements, assessment district creation, CC&Rs and other related development agreements. Reviews including working closely with Community Development, other internal and external stakeholders, and may review directly or may manage consulting engineers review of development documents. Ensure compliance with the City's engineering standards, applicable ordinances, project conditions of approval, the Subdivision Map Act, and other applicable regulations and standards. Works with Community Development during issuance of development grading permits, and can either directly, or through a consulting engineer, review development construction submittals for conformance with City standards, review field changes during construction, and coordinate adequate City inspection of development projects. Ensures receipt and filing of complete record drawing information for City files and inclusion of record information into the City GIS system. Can perform all other related duties as directed by the City Engineer / Director of Public Works.

PUBLIC WORKS ENGINEERING. Performs design of small public projects, and supervises consulting engineers for design and inspection of public works projects, including water, sewer, storm drain, streets, parks, and city buildings. Duties include development of stakeholder outreach strategies, and implementation of outreach including developing appropriate materials and press releases and attendance

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at stakeholder meetings. Public meetings also include developing staff reports and presentations to the City Council. Other related duties include:

- Draft, review, obtain necessary approvals, route for signature, and administer agreements and construction contracts.
- Researching, tracking, and administering grant applications, reports, and payment requests for a variety of public works projects, including grant funded projects administered by Caltrans using the LAPM.
- Works with the Public Works Director to maintain standard engineering agreements, City engineering standards, engineers approved material list, encroachment permit standards, and development manual.
- Explains and interprets applicable City codes and construction standards with developers, engineers, landscape architects or their representatives to resolve plan check differences.
- Makes field inspections; provides input on construction inspection punchlists; prepares and files correspondence and reports, and ensures complete and accurate record drawings for the City filing system.
- Prepares staff reports, resolutions and related documents for City Council meetings, and makes presentations to the City Council.
- Assist with regulatory reporting, water conservation, flood plain management, and all other duties as directed by the City Engineer / Director of Public Works.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.):*

Knowledge of: Principals of civil engineering and land development, including hydraulics, hydrology, traffic engineering; Subdivision Map Act and principles of the subdivision of land; codes and ordinances relating to public and private construction and plan review; grant administration; procurement requirements; contract management; City's construction specifications, policies, rules, engineering criteria, and ADA requirements; principles of construction and applications of engineering mathematics; reviewing title reports, deeds, lot calculations, engineer's estimates, record of survey maps, including assessment parcel maps, and recorded maps.

Ability to: Read, interpret, and explain construction plans, diagrams, specifications, codes, and ordinances; understand and check moderately complex construction computations; review and check plans for design and ordinance compliance; make arithmetic calculations quickly and accurately; organize information and tasks, manage time and information, and coordinate multiple projects; operate a variety of computer programs, including computer aided drafting and GIS software; administer grants; establish and maintain cooperative working relationships; perform work in a professional manner with a minimum of supervision; resolve work-related problems; communicate and negotiate with others, write clear and concise reports, correspondence, and other written materials.

Skill to: Safely and effectively operate a variety of equipment and tools.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an **Civil Engineer**. A typical way of obtaining the required qualifications is to possess an undergraduate degree in engineering or the equivalent of a high school diploma with specialized training in engineering techniques and engineering mathematics and a minimum number of years of responsible work experience in civil works design and plan review checking to qualify and pass the state examination for civil engineers.

License/Certificate: Registered as professional engineer in Civil Engineering in the State of California and possession of a valid Class C California driver's license.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking on unlevel and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Fine coordination is used when the incumbent is preparing construction plans, reviewing and revising statistical data, plans and prints. The position also requires the necessity of acute near, far, and color vision when comparing onsite construction conformance to approved plans and reviewing plans and blueprints. Acute hearing is required when providing phone and personal service. The need to lift, carry and push tools, equipment, and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this position works in all weather conditions, including wet, hot, and cold. The incumbent may be subjected to dampness and dust.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: NON-EXEMPT