



## CITY OF ORINDA

### SENIOR CIVIL ENGINEER

#### **DEFINITION**

Under general direction, to supervise, plan, and coordinate the activities and operations of the assigned programs and activities within the Engineering Division; to coordinate assigned activities with other divisions, outside agencies, and the general public; and to provide highly responsible and complex staff assistance.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and administrative support staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Supervise, plan, direct, coordinate, and review the work plan for the Engineering Division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures to ensure that correct, efficient, cost effective, and safe work procedures are followed.

Participate in the development and implementation of goals, objectives, policies, and priorities for the Engineering Division.

Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the development and administration of the assigned budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Provide staff assistance to the Director of Public Works and Engineering Services; prepare and present staff reports and other necessary correspondence.

Administer the City's capital improvement program; work with City departments and

division staff to identify and prioritize needs; formulate cost estimates and develop implementation strategy.

Administer CIP contracts and construction projects.

Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; develop plans, maps, specifications, plats, diagrams, and other contract documents for a variety of engineering projects such as roads, structures, and hydraulics; make technical engineering decisions and establish technical criteria and standards; calculate the quantity, quality, and cost of materials used for various projects.

Prepare and send out RFP's to engineering firms; evaluate proposals; interview and select consultant for assigned projects; review and plan check construction plans and specifications; conduct pre-bid meeting and prepare staff report for City Council action to award the project to the successful contractor; conduct pre-construction meeting and manage project through construction.

Design and prepare drawings and engineering specifications for street lights, traffic mitigation, street, water, sewer, storm drain, traffic signal, and other public works construction projects.

Process right-of-way permits for miscellaneous construction within City rights-of-way or easements including calculation of fees and deposits.

Coordinate and work with private sector developers, engineers, architects, contractors, and owners to discuss projects under consideration, or in progress, to assist in compliance with City and State engineering standards; perform engineering and construction contract management and plan checks to ensure adherence to contract specifications.

Review and recommend approval of plans and specifications, designs, cost estimates, environmental documents, reports and studies for all engineering projects.

Recommend approval of subdivision agreements, improvement plans, parcel maps, and final maps.

Administer, review, approve, and initiate all bidding procedures, contracts, and payments to engineering consultants, contractors, and suppliers; review statements of qualifications, engineering proposals, and contractor bid proposals; select qualified consulting engineers, contractors, and suppliers; hold pre-construction conference meetings before construction begins.

Design and prepare drawings from survey data for various City service systems including streets, storm drainage, curb, gutter, and sidewalk; prepare bid documents, bid schedules, and engineer's estimates; advertise for bidding.

Direct the design of City construction projects designed within the Engineering Division

and by consultants working for the City; review, prepare, and approve plans based on survey data; prepare bid specifications related to system expansion and modification of road, traffic, storm drain, parks, lights, and other construction projects; plan City utility expansions and prepare recommendations.

Review and recommend approval of parcel maps, subdivision maps, and development plans for conformance with the State Map Act, City standards, and Municipal Code.

Pursue grants and special sources of funding to supplement Division budget.

Represent the City on various boards and committees associated with engineering; coordinate with utility companies, Federal, State, and County agencies, and contract suppliers regarding future road alignments, traffic congestion, standard City public works specifications, NPDES regulations, FEMA requirements, and CalTrans regulations; make presentations to City Councils and conduct public hearings on all City related engineering projects

Serve as a liaison for the Engineering Division with other City departments, divisions, contractors, builders, engineers, developers, architects, a variety of outside agencies and the general public in acquiring and providing information and coordinating services and activities; negotiate and resolve significant and controversial issues.

Respond to and resolve difficult and sensitive inquiries and complaints; recommend and implement corrective action.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Operations, services, and activities of an engineering program.

Advanced principles and practices of civil engineering including the design, construction, and maintenance requirements of public works projects.

Advanced principles of engineering mathematics, stress analysis, and properties, strength, and uses of construction materials.

Civil engineering principles, practices, and methods.

Pertinent Federal, State, and local laws, codes and regulations including OSHA, safety regulations, Street and Highway Code, Subdivision Map Act, Building Codes, Health and Safety Codes, and NPDES Stormwater regulations.

Methods, materials, techniques and equipment used in the construction of facilities and systems.

Recent developments, current literature, and sources of information related to engineering and construction.

Principles of budget preparation and control.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Provide administrative and professional leadership and direction for the Engineering Division.

Operate a motor vehicle safely.

**Ability to:**

Manage, direct and coordinate the work of professional, technical and administrative support personnel.

Coordinate the work of professional, technical, and administrative support personnel.

Select, supervise, train, and evaluate staff.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to engineering programs and functions.

Manage and administer a comprehensive capital improvement program.

Review and develop designs, plans, long-range capital improvement plans, and specifications.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Supervise the preparation and maintenance of records and prepare comprehensive technical reports

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of engineering goals.

Perform responsible and difficult professional engineering assignments including design, preparation of plans and specifications, mapping and drafting, and field survey work.

Manage and administer public contracts and purchase orders.

Prepare and maintain accurate and complete engineering records and files.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Seven years of progressively responsible experience in civil and municipal engineering including two (2) years of supervisory experience.

**Training:**

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

**License or Certificate:**

Possession of registration as a Professional Civil Engineer in the State of California.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to conduct field inspections and travel to different sites and locations. Ability to attend night meetings.

**Employee Group:** Unrepresented  
**FLSA Status:** Exempt  
**Revised:** November 2016