



Class Code: 228.1  
WP Code: SRCIVENG  
Established: 2/2002  
Revised: Feb 2007  
EEO Code: PROF

## CLASS SPECIFICATION

City of Newark, California

### SENIOR CIVIL ENGINEER

#### DEFINITION

Under general direction from the Director of Public Works; to plan, organize, direct, and supervise public works engineering operations, to coordinate engineering activities with other divisions or departments and the public; and to perform high level professional engineering work associated with design, development, transportation and construction activities.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Plan, organize, direct and conduct engineering activities related to both public and private projects.

Coordinate and administer programs involving storm water quality, public utilities, pavement management systems and other programs related to public works operations; perform construction inspections.

Conduct engineering studies and investigations, including hydrology and hydraulic calculations.

Review and approve private development and public improvement plans, encroachment permits and other permit applications.

Supervise the preparation of, or develop, engineering plans, specifications and estimates for major and minor street and park projects; solicit and review bids, and make recommendations for project award and acceptance.

Assist in the development and management of the City's Capital Improvement Plan.

Direct, oversee, and participate in the development of the City's Landscaping and Lighting Districts; establish assessment districts; retain counsel; prepare Engineer's Reports; conduct public hearings; and file required legal documents.

Exercise direct supervision over assigned engineering personnel; participate in the selection of staff; provide or coordinate staff training; conduct performance evaluations; work with employees to correct deficiencies; implement discipline procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in public works engineering operations.

Evaluate operations and activities of engineering division; recommend improvements and modifications; prepare various reports on operations and activities.

## **SENIOR CIVIL ENGINEER**

Prepare the engineering division budget, including cost estimates for budget recommendations; submit justifications for staff, materials, and equipment; monitor and control expenditures.

Provide administrative and technical guidance and support to other City divisions, departments, and the public on new and re-development issues, including storm water management requirements, street and park maintenance/construction programs, and traffic calming management programs.

Represent the City to outside agencies and organizations; answer questions and provide information to the public; participate in outside community and professional groups and committees; and provide technical assistance as necessary.

Assist in making applications for Federal and State grants; monitor the appropriate use and expenditure of grant funds received.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of public works civil and traffic engineering.

Principles and practices of leadership, motivation, team building and conflict resolution.

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

Methods, materials and techniques in the design, construction, and maintenance of public works projects.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

#### **Ability to:**

Organize and direct the Engineering Division operations.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem

## SENIOR CIVIL ENGINEER

solve department related issues; consistently apply various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; work in conditions of various outdoor exposure.

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

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations. Prepare and administer a budget.

Supervise, train, and evaluate personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Five years of increasingly responsible experience in professional civil engineering work, including three years of supervisory and project management responsibility.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

#### License or Certificate:

Possession of, or the ability to obtain, a Class C California Driver License.

Current registration as a Civil Engineer in the State of California.

**Probationary Period:** 12 Months

**FLSA:** Exempt