



POSITION DESCRIPTION

PRINCIPAL CIVIL ENGINEER

General Purpose

Plans, supervises and coordinates difficult, professional engineering work in support of a wide range of complex Public Works projects; directs the work of subordinate professional and technical engineering staff; assists in the administration and supervision of the Engineering Division.

Distinguishing Characteristics

This is the managerial level class in the professional engineering series. The Principal Civil Engineer is distinguished from the Associate Civil Engineer by the performance of more complex engineering duties as well as broader project management and supervisory responsibilities. This position shall also be capable of reviewing and completing staff work to a high degree of completion. Strong communication and writing skills are essential. The incumbent must have strong interpersonal skills and be able to build consensus and convincingly represent the City in a wide variety of concerns and interests. Incumbents work independently, seeking assistance only as new or unusual situations arise. The Principal Civil Engineer position is distinguished from the Deputy Public Works Director/City Engineer position in that the latter is responsible for the general administrative direction of the Engineering Division and control of all projects. This is a Fair Labor Standards Act (FLSA) Exempt position.

Supervision Received

Receives administrative direction from the Deputy Public Works Director/City Engineer.

Supervision Exercised

Exercises direct supervision over an assigned section within the Engineering Division, including professional and technical staff and consultants. Also exercises technical and functional supervision--including evaluation--over other less experienced professional, para-professional, technical and support staff and/or consultants throughout the Division.

Duties and Responsibilities (Illustrative Only)

Plans, organizes, and directs the activities of an assigned section of the Engineering Division; assigns, reviews and evaluates the work of staff in the Section for accuracy, suitability and completeness.

Serves as a member of the Public Works Department's management team and participates in the development and implementation of Division goals, policies and procedures; administrative planning; and problem resolution.

Plans, coordinates, and supervises responsible engineering work in connection with municipal Public Works projects; manages the design of engineering plans and specifications for the construction of streets, storm drains, parks, signals, buildings and other improvements.

Supervises review of private development and/or subdivision plans for conformance to standards. Participates in the development of capital improvement projects for compliance with City specifications; resolves disputes between the City and developers, contractors, engineers and the general public relative to City policies, specifications, regulations, procedures and extra work.

Decides on design procedures and interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness. Interprets and applies relevant codes, ordinances, rules and regulations.

Provides continuing technical assistance to staff; supervises and participates in the work of lower-level engineering staff in preparation of project plans, agreements, specifications, cost estimates and contract administration for capital projects.

Assists in the preparation, coordination and control of the operating and capital improvement budgets; assists in evaluating the need for and developing plans and schedules for long-range Public Works projects.

Coordinates projects with other departments, divisions, sections, or teams, consultants, developers and/or property owners; gives presentations to elected and appointed officials; responds to citizen inquiries and complaints, and takes appropriate action.

Tracks new or pending regulatory requirements that affect the Public Works Department and provides support to meet these requirements (e.g., nonpoint and point discharge, drinking water quality, water conservation, air and groundwater contamination).

Peripheral Duties

Monitors inter-governmental actions affecting Public Works.

Assists in the training of other city personnel in Public Works design and construction standards.

May serve on and/or provide technical and support staff assistance to various City commissions and task forces.

May serve on various employee related committees.

Education and Experience:

- (A) Graduation from an accredited four-year college or university with a degree in civil engineering or a closely related field; and
- (B) A minimum of five (5) years of increasingly responsible professional civil engineering experience performing duties at least comparable to an Assistant Engineer; at least two years of this experience must be equivalent to an Associate Civil Engineer or above, and this must have included experience as a project manager. Experience in municipal professional engineering and supervisory experience are strongly preferred.
- (C) Possession and maintenance of a valid registration as a Registered Civil Engineer in the State of California.

Necessary Knowledge, Skills and Abilities:

Knowledge of: Principles, practices and methods of civil engineering applicable in a municipal setting [parks, buildings, geotechnical, utilities, transportation and land development]; applicable City policies, laws, and regulations affecting Engineering Division activities.

Design principles, strengths of materials, stress analysis and principles of mechanical, electrical and structural engineering and surveying as they apply to the design and construction of Public Works projects.

Applicable laws and regulatory codes relevant to assigned areas of responsibility.

Methods of engineering and construction management applicable to complex projects.

Principles and practices of municipal management, including supervision and evaluation of personnel, budget planning and preparation, and public relations.

Modern developments, current literature, and sources of information regarding the area of assignment.

Ability to:

Determine, plan, assign and manage Section priorities.

Effectively supervise and train professional, technical and clerical support staff.

Learn and retain City administrative, budgeting, purchasing and personnel processes and procedures.

Be proactive in identifying problem areas and develop alternative solutions and recommendations.

Make complex engineering calculations and to check, design, and supervise the construction of a wide variety of municipal improvements and construction projects.

Communicate effectively, orally and in writing; communicate technical information clearly and accurately to non-engineering staff, consultants, and the general public.

Skill in:

Performing difficult engineering work in the design and construction of Public Works projects.

Developing and implementing improvements to systems and operations.

Operating the listed tools and equipment.

Special Requirements

(A) Must possess a valid California driver's license or the ability to obtain one prior to employment;

(B) Must possess registration as a Registered Civil Engineer in the State of California, or possess Professional Engineer Registration in another state with ability to obtain California registration as a Registered Civil Engineer within six (6) months;

(C) Must be physically able to move about on construction work sites and under adverse field conditions.

Tools and Equipment Used

Personal computer, including word processing, spreadsheet, data base, project scheduling and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; phone; mobile radio.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case-by-case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works around moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

Selection Guidelines

Formal City of San Bruno application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of San Bruno and any employee and is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable MOU provisions.

