



Town of Moraga

Senior Civil Engineer

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***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.

Established: New
Revised: October 19, 2012
Employee Group: Mid-Management/Professional
FLSA Status: Exempt

CLASSIFICATION DESCRIPTION

Purpose

Under minimum supervision, the position provides journey level engineering assistance to the Town by managing Town capital projects at all stages of planning, design, and construction; conducting the plan check process for all subdivision and private developments; providing transportation planning and traffic engineering; assisting in the development, coordination, and management of engineering programs; and performs related duties as required.

Distinguishing Characteristics

This class is the journey level in the professional engineering series. Incumbents may provide lead direction for engineering activities and perform highly specialized and difficult engineering functions. The work may involve projects that require considerable technical knowledge and independent judgment. The Senior Civil Engineer class is distinguished from the Engineering Technician/Inspector by the greater complexity of assignments received and by the greater independence with which to perform.

Equipment, Methods and Guidelines

Uses Federal, State, County and local laws, policies, procedures, practices, building codes and civil engineering standards, standard plans and specifications; computer software programs and their capabilities and limitations; programmable calculators, motor vehicle, and engineering and survey equipment. Uses knowledge of the management and supervision principles and practices; project management, scheduling, and budgeting; and surveying principles, equipment, and practices.

Working Conditions

Work is conducted primarily in an office setting, but includes trips to other agencies and offices, visits to proposed and actual construction sites, and visits to sites of right-of-way issues. Work involves attendance at meetings held during the regular workday and in the evenings, and may include occasional out of town travel.

Physical Demands

Attendance at evening meetings following a normal workday may require stamina, as well as heightened speech, hearing and vision. Site visits and office setting may involve stooping, crawling, climbing and balance.

Supervision Received and Exercised

Receives general direction from the Public Works Director/Town Engineer. Directs the work of consultant(s) related to assigned engineering projects and may perform direct supervision of subordinate professional and non-professional staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Assists with developing capital improvement program by determining short and long-range capital needs; outlining scope-of-work for studies, design, right-of-way acquisition, environmental, and construction phases; estimating project budgets for staff time, professional services, and construction; and projecting schedules to identify project milestones, meet grant funding deadlines, and balance staff workloads.
2. Attends community meetings to present Town projects or respond to questions regarding development applications.
3. Coordinates, supervises and performs responsible engineering design work in connection with municipal public work projects; prepares and supervises the design of engineering plans and specifications for the construction of streets, storm drains, parks, streetlights, signals, buildings, and other improvements; gathers data, makes calculations, and recommends alternatives.
4. Prepares bid advertisements for the construction of capital improvement projects; issues addendums to clarify plans and specifications; conducts pre-bid and site meetings with contractors; reviews and analyzes bid openings for lowest responsible and responsive bidder; and prepares staff reports for award of contracts.
5. Provides construction management of municipal public work projects; performs routine field inspections, surveys, and testing; informs management of work in progress, operating problems, and potential delays; resolves disputes between the Town and contractors; negotiates and recommends contract change orders and progress payments; and archives files, record drawings, and base maps at project closeout.
6. Oversees and administers various engineering permit processes; provides oversight of permit applications reviews, fee calculations, and inspections; updates master fee schedules; coordinates with outside utility agencies conducting work in the Town right-of-way; and manages compliance of public's maintenance responsibilities of sidewalk, curb, gutter, private storm drainage conveyance systems, and creeks.
7. Reviews various private land development applications as related to the right-of-way; provides assistance to the Planning department during the entitlement phase; serves as lead coordinator during the improvement plan and final map phase; reviews and comments on plans submitted by developers for compliance with established standards; and ensures public improvements are built per approved plans.
8. Performs traffic engineering and transportation planning for the planning, design, operation, and maintenance of the Town's transportation system; ensures compliance with laws, rules, regulations, and ordinances; and may serve as the Engineering's Division alternate representative on the Traffic Safety Advisory Committee.
9. Provides excellent customer service; confers and coordinates with those within or outside the Town staff and provides written and oral responses to a variety of inquiries and problems regarding municipal engineering policies, procedures, and standards.

10. Assigns and monitors work activities to ensure safe work practices, work quality, and accuracy; participates in the selection and training of engineering personnel; and assists with motivating, evaluating, and disciplining assigned personnel.
11. Assists with periodic non-routine assignments such as federal, state and local grant application, monitoring, and reimbursement processes; assessment district formation and reporting; special studies and master plans; prepares draft technical provisions of ordinances, resolutions, policies, and standards; and environmental monitoring and reporting mandates.
12. Develops Requests for Qualifications (RFQs) and Request for Proposals (RFPs); participates in the selection of consulting engineers and professional services; negotiates scope-of-work, fees, and schedules; administers and tracks related contracts; and reviews and approves contract work and invoice payments.
13. May represent the Engineering Division in the Town Engineer's absence; attends and makes presentations before the Town Council, Town Committees, and other public and private groups; and coordinates activities between divisions and departments.

QUALIFICATIONS

Knowledge and Abilities

- Thorough knowledge of the principles and practices of civil engineering.
- Skill at listening, responding to appropriate input, and revising project designs to reflect concerns and suggestions from other Town staff, appointed officials, and community members.
- Thorough knowledge of the materials, methods, and techniques in the supervision, design, and construction of public works projects.
- Extensive knowledge of public works related local, State, and Federal laws.
- Monitor and manage engineering programs, activities, goals, and objectives.
- Knowledge of the principles and practices of management and supervision.
- Knowledge of techniques for effectively representing the Town in contacts with the public, architects, engineers, developers, contractors, community groups, and representatives of various agencies.
- Skill in computers and various software applications.
- Skill in communicating effectively in English both orally and in writing.
- Skill in establishing and maintaining effective working relationships with others.
- Ability to analyze and recommend solutions to complex engineering problems.
- Ability to determine priorities and manage multiple tasks, often with competing deadlines.
- Ability to understand, interpret and apply complex guidelines.
- Ability to effectively utilize computer applications and technology related to the work.

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- Experience: Six (6) years of increasingly responsible professional engineering experience involving capital improvement projects, development services, and traffic engineering. Project management and municipal engineering desired.
- Education: Bachelor of Science Degree from an accredited college or university in Civil, Structural, or related engineering curriculum.

License or Certificate

Failure to possess or maintain the valid required registration and license shall result in discipline up to and including termination of employment. This classification requires the ability to travel independently within and outside of Town limits.

- Registration as a Civil Engineer issued by the California State Board of Registration for Civil Engineering.
- A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.