

**COMMUNITY DEVELOPMENT DEPARTMENT
SENIOR CIVIL ENGINEER**

GENERAL DUTIES: Under the general supervision of the City Engineer, heads a section of the Engineering Division and/or directs and manages varied operations within the Operations Division; supervises assigned employees; directs and performs complex, professional-level field and office engineering activities involving the design, development and construction of a variety of public works and transportation projects, private development review, and General Plan and Master Plan updates. Depending upon assigned responsibilities, employees in this job classification may be authorized to utilize one of the following working job titles: Development Engineer, Utilities Engineer, Operations Engineer, or Transportation Engineer.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given and completes all assigned duties. Follows the policies, rules and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Direct a team of sub-professionals and technical assistants in the preparation of plans and specifications, perform complex engineering design and engineering technician-related work and act as resident engineer during construction of all Public Works Capital Improvements including roads, bridges, utilities, sewers and drainage projects. Work with contractors and developers performing all types of construction management activities and Public Works inspection to ensure construction practices are in compliance with City standards.

2. Provide management and supervision of the various operational sections within the department, including Landscape Maintenance, Urban Forestry, Golf Course Maintenance, Streets and Sewers, and Water.
3. Select, train, discipline, make duty assignments, and evaluate supervisors and assigned employees.
4. Identify routine and demand work priorities, established goals and objectives, policies and procedures, and develop action plans through the varied divisional supervisors.
5. Identify operational program needs of the Division, prepare and submit recommendations to the Director. Administer and monitor operational budgets within the Division or Section.
6. Conduct staff meetings and field inspections.
7. Based on approved spending authority, determine need for supplies, contractual services and equipment, and follow the appropriate purchasing procedures.
8. Recommend purchase sources and contractors; review with Purchasing Agent products and contract services specifications for approval; provide for the plans, specifications, and other contract documents as needed for the operating and capital budget programs.
9. Provide for and administer the necessary equipment management program and inventory control for the Division or assigned work area.
10. Provide for the proper maintenance of Division or assigned work area records, and insure the preparation and submittal of reports and information necessary for the management of the Division or assigned work area.
11. Provide for the necessary preparation, administration, management and supervision of contract work for the Division or assigned work area.
12. Regularly work with various City Departments, agencies, community groups, and the general public. Provide and obtain support in the delivery of services necessary to the mission of the department, division, and/or assigned work area.
13. Provide technical assistance to the Director, architects, contractors, and others applicable to the department, division, or assigned work area.
14. Review, update, calculate, and administer water and sewer allocations.
15. Perform complex engineering design work and act as, or oversee, resident engineer during construction of all public works capital improvements including roads, bridges, utilities, sewers and drainage projects. Track and maintain the budget allocated to projects.
16. Work with contractors and developers performing all types of construction management

activities and to ensure construction practices are in compliance with City standards.

17. Review the work of consultants and subordinate engineers including development improvement plans, maps, land sub-divisions and certificates for conformance with the sub-division Map Act, design integrity, City codes; and prepare, or oversee the preparation of, development agreements, fee schedules, cost estimates and reimbursements.
18. Direct transportation planning studies, including consultation with citizens' groups and outside agencies; assist in developing policies and programs on traffic operations.
19. Assist the City Engineer in the development and review of standards for design and construction of traffic signal systems, roadway markings, channelization, water, sanitary sewer, storm drain, signing, lighting systems, and other utilities.
20. Prepare traffic impact studies for City projects and review traffic impact studies submitted in support of development applications and recommend appropriate mitigation measures.
21. Participate in regional transportation studies and programs and coordinate City transportation activities with other jurisdictions.
22. Manage neighborhood traffic studies and mitigation programs and coordinate with the Police Department on neighborhood and school related traffic issues.
23. Prepare public works and transportation related grant applications.
24. Assist in developing the Engineering Division budget and the Capital Improvement budget; supervise and participate in all types of engineering studies requiring the gathering and analysis of data and preparation of comprehensive water, sewer, drainage, sewage treatment and transportation reports.
25. Attend and make presentations at City Council and Planning Commission meetings and to the public.
26. Respond to requests for information and complaints, and represent the Division in matters involving other divisions, City departments, agencies and the community.
27. Provide for, and participate in, training programs for assigned personnel.
28. Formulate policies and procedures and oversee development of programs.
29. Ensure compliance with applicable local, state, county, and federal codes, laws and regulations.
30. Perform productivity analyses of assigned operations and make appropriate recommendations for obtaining most effective delivery of services and programs.

31. Plan, organize, assign, direct, review, and evaluate a comprehensive field operations process.
32. Prepare clear, accurate, concise and competent reports, correspondence, and other written materials.
33. Ensure that various work groups function together as one operating unit including the sharing of personnel as well as equipment.
34. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Application and utilization of computer systems, Microsoft Word, Outlook, and Excel preferred.
2. Possess significant customer service, organizational and personnel management skills necessary to manage a complex and diversified group of operations.
3. Possess significant public relations, interpersonal communication, and conflict resolution skills necessary for regular contracts with the press, other agencies, community organizations, commissions, employees, and citizens that will promote and positively represent the City and the Department.
4. Project management.
5. Supervision of assigned employees.

KNOWLEDGE: Knowledge of:

1. Project management and civil engineering principles and practices.
2. Principles and practices of operations management.
3. Principles and practices of management, supervision, and training.
4. Equipment, materials, services necessary for proper care and management of department facilities and programs administered by the Operations Division.
5. Principles and practices of operations and fiscal management.
6. Principles and practices of urban forest management and general landscape management, general water, streets, and sewer system management.

7. Materials, methods, tools and equipment used in street, water, sewer, and park maintenance and repair.
8. Safe operations of motor vehicles and equipment and drivers licensing requirements.
9. Safety practices and precautions to be taken in work, including CalOSHA and Department of Transportation regulations.
10. Preventive maintenance procedures.
11. Safety rules in using herbicides, pesticides, insecticides, fuels, solvents, paints, and other chemicals.
12. Traffic and transportation engineering principles and practices.
13. Applicable City regulations and standards; and applicable laws and regulations of other agencies.
14. Current trends and developments affecting public works and transportation engineering projects.
15. Modern methods and techniques used in design, construction, and maintenance of public works facilities.
16. Modern methods and techniques used in the design and operation of traffic signal systems.
17. Public works construction equipment and materials.
18. Principles of supervision and budgeting.
19. Sub-division Map Act.
20. Computer applications, including word processing, spreadsheet, data base management, and civil engineering applications.

ABILITIES: Ability to:

1. Plan, organize, and direct a complex and diverse organizational structure in a cost effective manner.
2. Set project-level goals and objectives; plan, assign and direct work; and provide technical support and review.
3. Identify and justify the budgetary resources necessary to provide the services in maintaining public operations assigned.
4. Effectively manage and prioritize programs, projects and activities.

5. Establish and maintain the necessary record keeping systems for the assigned division or section.
6. Hire, supervise, and evaluate performance of employees.
7. Evaluate operational and policy needs of the division or section and effectively implement the necessary changes.
8. Make difficult engineering computations quickly and accurately, applying engineering principles, computer programs and mathematical tables to the solution of civil engineering problems.
9. Perform complex traffic and transportation studies, engineering analysis and design.
10. Direct the installation and operation of traffic signal equipment.
11. Review land development plans for compliance with current law.
12. Establish project designs and specifications for solutions to problems.
13. Interpret engineering plans, specifications and contract documents.
14. Determine cost estimates of infrastructures.
15. Analyze the effectiveness of and make recommendations for changes in procedures and programs.
16. Exercise sound independent judgment within general policy guidelines.
17. Plan, conduct, and evaluate training programs.
18. Communicate effectively in writing and verbally.
19. Establish and maintain effective working relationships with supervisor, co-workers, other departments, outside agencies, and the general public.
20. Effectively supervise, evaluate, and resolve issues or problems with assigned employees.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet printer
3. Ink jet printer

4. Telephone or headset
5. Standard copy machine
6. Calculator
7. 10-key adding machine
8. Facsimile machine
9. Postage meter and scale
10. Pager, cell phone, and or PDA
11. Lettering machine
12. Microfiche reader
13. Binding machine
14. Two-way radio
15. Polaroid or digital camera
16. Paper shredder
17. Paper cutter
18. Surveying instruments
19. Drafting equipment
20. Traffic counters
21. Engineering tools and equipment
22. Presentation equipment, microphones, easels, overhead projectors, etc.
23. Plan-copying machine
24. Specialized computer software
25. Computerized scanner
26. Automobile
27. Television and VCR equipment
28. Other related equipment

PHYSICAL DEMANDS:

Under typical field and office conditions, employee will perform the following physical activities including the handling of survey, drafting and engineering equipment, traffic counters, two-way radios, blueprints, plans, files, books, binders and boxes of work-related material:

1. Sitting, for prolonged periods of time while attending meetings or seminars, or when working at a computer.
2. Walking, during site visits, inspections and enforcement activities in the field.
3. Standing, for prolonged periods of time while working in the field, during Council meetings or at other public presentations.
4. Stooping, when performing work in the field or office.
5. Kneeling, when performing survey work or during site visits, inspections or enforcement activities.
6. Bending/stooping, when performing survey work or during site visits, inspections or enforcement activities.
7. Twisting, when performing survey work, during site visits, inspections or enforcements.
8. Reaching, when performing survey work, during site visits, inspections or enforcement activities, in addition to typical office work.
9. Carrying, survey or drafting equipment, in addition to the typical office work.

10. Pushing/pulling, utility boxes, manhole covers and other equipment or tools.
11. Lifting, up to 40 lbs., working with survey and drafting equipment or other tools.
12. Driving, to inspection or construction sites, or to perform enforcement activities.
13. Speed, in meeting deadlines and in using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses when using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder, paper cutter, camera, microphone, overhead projector, easel, survey or drafting equipment or automobile:

1. Seeing, color vision necessary when reading maps and drawings.
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 75-80% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to concrete.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, or typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, blueprints, ink pens, plan copier, copy machines, or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions during site visits, inspections and enforcement activities, approximately 15-20% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 5% of the time.
3. Flooring: Asphalt, grass, dirt, wood or uneven surfaces during site visits or inspections.
4. Noise Level: Varying low to high equipment noise may occur during site visit or inspection.
5. Lighting: Normal outdoor conditions, with exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provide by a vehicle.
7. Dust or Fumes: Normal to high outdoor levels associated with dust, pollen, vehicle exhaust, and construction, inspection and enforcement activities.

HAZARDS:

Under typical office conditions, mechanical or electrical exposure is minimal while properly using office equipment such as a telephone, computer, printer, copier, overhead projector, microphone, easel, adding machine, fax machine, paper shredder, or paper cutter.

In the field, during a site visit, inspection, or enforcement activity, there may be a higher risk of exposure to mechanical or electrical hazards due to the nature of construction sites or businesses that are manufacturing or processing materials. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal to low exposure to fumes occurs in the field when visiting or inspecting construction sites or businesses. There is minimal exposure to fumes in a typical office environment which may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCES AND QUALIFICATIONS:

1. Graduation from an accredited college or university with a Bachelors degree in Civil Engineering or a related field of study.
2. Five years of progressively responsible professional level civil engineering experience in related work that has included at least four (4) years of progressively responsible supervisory experience.
3. Registration as a Professional Civil Engineer issued by the State of California within one year from date of hire. Candidates for employment who already possess this registration may be given preference in the hiring process.
4. Willing to continue education and training, expand skills, attend seminars, workshops, and individual study.
5. Possess and maintain a valid California Driver License necessary to operate assigned vehicle(s).
6. Pass a post-offer medical examination, which includes a drug test.
7. Pass an employment background check which includes a Department of Justice criminal record check and registration in the City of Gilroy's subsequent arrest notification system.
8. Prefer non-tobacco user.
9. Prefer bilingual English/Spanish.