



CITY OF CITRUS HEIGHTS

SENIOR CIVIL ENGINEER

DEFINITION

To perform a variety of difficult and complex professional engineering work related to assigned area of responsibility, including but not limited to, development and review of complex transportation planning, traffic engineering, land development, capital improvement, drainage and special projects; and to provide professional highly technical engineering support relative to assigned area of responsibility; to develop and implement long range planning; and to apply state and federal grants and special funds to capital projects.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the professional Civil Engineer series responsible for the management of a major program area and/or the management of complex and varied projects. This class is distinguished from the Associate Civil Engineer by the assignment of the full range more complex duties and project management of the most difficult projects. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Employees at this level are in management and may also be assigned first-line supervisory responsibility over other professional or technical employees.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

Provides technical and functional supervision over professional, technical and administrative support personnel and may provide direct supervision, as assigned.

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

Perform complex specialized technical duties and difficult program and/or project management related to area of assignment.

Develop and implement goals, objectives, policies and procedures for work unit as required; determine priorities of projects and work assignments; assist supervisor in the development of goals, objectives, policies and procedures of the assigned functional area.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for projects, equipment and staff; and, monitor and control expenditures.

Plan, prioritize, assign, supervise and review the work of staff involved in assigned operations, participate in the selection of staff; provide or coordinate staff training; may supervise and conduct performance evaluations as assigned; work with employees to correct deficiencies; and, implement discipline procedures as needed.

Assist in the administration of the City's capital improvement program; assist in the creation of "shelf" projects; assist in the prioritization of needs and funding opportunities; assist in preparation and coordination of the five-year capital improvement budget.

Review and prepare land development plans, construction documents, encroachment permit applications, Landscape Assessment District and transportation project designs as assigned; check plans for accuracy, suitability, and completeness and make recommendations for revision and improvement.

Develop conditions for development projects and other applications; work collaboratively with planning and building functions; review work of subordinate engineers for completeness and accuracy; develop recommendations for consideration within the development review process.

Provide estimates in connection with the construction or maintenance of a variety of engineering projects to include street lighting, street resurfacing, general street improvements, drainage and capital improvement and other public works projects as assigned.

Oversee and manage the city's storm drainage program; oversee capital improvement projects related to enhancing drainage; coordinate and prepare the city for storm response; and, supervise technical and maintenance staff involved in the drainage area.

Attend, manage, and facilitate internal and external meetings; represent the City at meetings related to area of assignment; meet with neighborhood groups and commissions, task forces, committees and the Planning Commission, City Council and others as assigned.

Coordinate, create or review engineering plans, charts, diagrams, graphs, tables, sketches, exhibits and staff reports for public meetings, the Planning Commission, City Council and other uses.

Oversee and meet with local agencies/utilities regarding affected engineering projects or issues as assigned.

Prepare, monitor, service and administer grants and other competitive regional special funding; secure funding; negotiate and oversee consulting and construction service contracts; and, conduct field inspections; ensure project related information is received by appropriate staff, public or agency in a timely manner.

Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations and procedures.

Provide assistance to the City Engineer and department director; coordinate with other agencies and City departments; and, assist with the roadway and drainage capital improvement program and projects.

Prepare and analyze specifications, plans, estimates, reports and documents pertaining to the construction, maintenance and operation of traffic engineering facilities and other capital improvement public works engineering projects as assigned.

Research and prepare technical and administrative reports; prepare written correspondence and staff reports.

Resolve complex customer service issues related to engineering issues; assist in the investigations of complaints and arrange appropriate corrective action as appropriate; and, prepare response letters to applicants.

Oversee or coordinate a variety of special projects involving graphic design and illustration for exhibits; maintain records, lists and data.

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, practices, terminology, methods, practices and techniques used in civil engineering related to transportation, drainage, land development, pavement management and other public works operations.

Principles and practices of land use development, traffic and lighting design, pavement management, drainage, public infrastructure and construction inspection processes.

Principles and practices of design and construction of developments impacting the public infrastructure.

Modern land development options; Subdivision Map Act, and the urban planning process related to land development.

Applicable equipment and instruments used in engineering duties, including traffic surveys, testing and/or analyzing in assigned area of work.

Construction practices, procedures and materials.

Principles and practices of technical report writing and data presentation.

Principles and practices of grant writing and development of application for special regional funding opportunities.

Recent developments, programs, current literature, and sources of information regarding civil engineering, including changing regulations and methods of compliance.

Plan review techniques and encroachment permit applications.

Methods, techniques, design, construction, installation, upgrade and maintenance of traffic and transportation engineering; and, effective field data collection, construction zone procedures, traffic studies and radar/traffic counters.

Methods and techniques of mapping as related to engineering functions.

Mathematic principles of algebra, geometry, calculus, and trigonometry as related to engineering functions.

Principles of engineering as applied to construction, inspection, safety, and engineering of structures as appropriate related to assigned functions.

Modern office procedures and methods and understanding of related computer equipment including specialized engineering programs and needed graphics design.

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

Budgeting procedures and techniques.

Principles and practices of good customer service.

Techniques and principles of effective interpersonal communication.

Principles and practices of safety management.

Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.

Principles and practices of supervision, training and personnel management.

Ability to:

Understand, explain and apply ordinances, regulations, codes, resolution and procedures, laws and policies governing assigned area.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently walk, twist and bend to examine engineering situations in the field; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Evaluate and perform difficult design work; perform feasibility and cost analysis studies.

Read, understand, analyze, and use blueprints, construction plans, technical drawings, engineering plans and specifications and reports; summarize, interpret and apply field notes.

Perform complex engineering and mathematic calculations with speed and accuracy; perform or review other engineering work; and, write technical and complex reports.

Check and review plans, construction documents and permits; review transportation projects and other capital improvement projects.

Estimate and oversee capital improvement and transportation project costs.

Understand, explain and apply ordinances, regulations, codes, resolution and procedures, laws and policies governing assigned area.

Understand use of specialized software and equipment; and use when needed.

Project and analyze budget costs; research and write funding applications; understand and assist in the negotiation of contracts; and manage project budgets during construction.

Prepare or coordinate displays and illustrations.

Use and care for electronic and mechanical instruments and tools as needed.

Make sound decisions regarding complex issues using judgment and analysis of multiple factors.

Supervise, train and evaluate personnel, as assigned.

Attend public meetings in the evening to perform the requirements of the job.

Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Operate a personal computer with proficiency and familiarity.

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 required knowledge and abilities would be:

Experience:

Five years of professional level experience that relates to civil engineering, drainage, transportation engineering, traffic engineering, or a related field. One year of supervisory experience is desirable.

Training:

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

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

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

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

File:	Senior Civil Engineer
FLSA:	Exempt
Created:	01/01/02
Revised:	07/29/03 – Added Section 504 language 10/15/10 – Corrected EEO Language
Revised:	03/11/2022 – Added updated/clarifying language related to definition and distinguishing characteristics