



Department:	I Public Works/Engineering I
Bargaining Unit:	Mid-Management
Salary Range:	I M61
Last Revision:	I July 2013

SENIOR CIVIL ENGINEER

DEFINITION

Under direction of the Engineering Manager/City Engineer, supervises, assigns, reviews, and participates in the work of staff responsible for providing senior level field and office engineering services within the Engineering Department; Divisions of responsibility include development review, traffic engineering, capital project management, construction management and other duties as may be assigned. Perform complicated professional engineering work and provide responsible staff assistance to the Engineering Manager/City Engineer.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Review of Subdivision Maps, Parcel Maps, legal descriptions in conjunction with interpretation of the Subdivision Map Act and local ordinance.

Assist with developing the Engineering Department's Operating Budget and Capital Improvement Program Budget.

Plan, prioritize, assign, supervise, and review the work of subordinate staff responsible for providing field and office engineering services within the Engineering Division.

Participate in the selection of engineering staff; provide or coordinate staff training; make duty assignments, evaluate subordinate staff, work with employees to correct deficiencies; implement disciplinary process with subordinate staff.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing engineering services; implement policies and procedures.

Participate in the development of conditions of approval for private development projects.

Regularly work cooperatively and effectively with various City Departments, other governmental agencies, community groups, and the General Public.

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Supervise and participate in determining the scope of engineering projects and in the preparation of engineering plans, calculations, cost estimates and studies; review engineering reports and records.

Review work of consulting engineers and private contractors; render technical engineering decisions; establish technical criteria and standards.

Coordinate the work of consulting engineers and developers; monitor the status of projects and compliance with City procedures, construction, and engineering standards; recommend corrective actions as needed.

Evaluate Division equipment needs; solicit bids and advise on procurement sources and procedures.

Coordinate engineering activities with those of other departments, division, and outside agencies and organizations; provide staff assistance to the Engineering Manager/City Engineer; represent the Engineering Department at the Development Review Committee and City Planning Commission meetings.

Prepare and deliver oral and written reports and presentation to the City Council, City commissions, City boards, City committees, outside agency boards, commissions and committees.

Administer contracts for public works projects.

Prepare difficult special engineering studies and reports; perform special assignments on engineering problems as necessary.

Direct supervision of assigned subordinate staff in the performance of duties assigned.

Perform project and program administration for a wide variety of local, state and federal funding assistance programs.

Act as Engineering Manager/City Engineer during periods of absence of incumbent Engineering Manager/City Engineer.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL OUALIFICATIONS

Knowledge of:

Principles of supervision, training, and performance evaluation. Principles and practices of civil engineering and project administration.

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Principles of advanced infrastructure planning, land use and development, applicable laws and regulatory codes relevant to the assigned area of responsibility.

Methods, materials, and techniques used in construction of public works projects.

Principles of advanced mathematics and their application to engineering work.

Principals of revenue programs involving engineering operations including but not limited to encroachment permits, plan check and inspection, AB 1600 impact fees, fees for service, etc.

Recent developments, current literature, and sources of information related to civil engineering.

Pertinent federal, state, and local laws, codes, and regulations.

Operating and capital improvement program budget development.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Perform engineering design calculations.

Check, design, and prepare engineering plans and studies.

Ensure capital project and private development compliance with pertinent laws, codes, standards and regulations.

Conduct engineering studies and technical research and prepare comprehensive reports and recommendations.

Understand and interpret engineering construction plans, specifications, and other contract documents.

Read, interpret, and apply a wide variety of technical information from manuals, drawings,

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specifications, layouts, blueprints, and schematics.

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

Coordinate phases of construction projects and prepare progress reports.

Prepare accurate engineering sketches, drawings, and records.

Interpret and apply the policies, procedures, laws, codes, and regulation pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Five (5) years of increasingly responsible professional level civil engineering experience or related work.

Two (2) years of responsible supervisory experience.

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 ability to obtain, an appropriate, valid California driver's license.

Possession of a valid Certificate of Registration as a Professional Civil Engineer in the State of California is required.

Possession of a Valid Certificate of Registration as a Land Surveyor in the State of California is desirable.

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Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to walk, kneel, crouch, stoop, squat, and climb; some exposure to noise, outdoors, and confining work space; ability to travel to different sites and locations.

Effective Date: July 2013