



City of Laguna Niguel Job Description

SENIOR CIVIL ENGINEER

Middle Management, Professional, and Supervisory Unit
FLSA: Exempt

DEFINITION

Perform complex engineering work involving the review, investigation, and design of various public works projects; act as project manager; oversee capital improvements, subdivisions, and permits.

SUPERVISION RECEIVED AND EXERCISED

Receives general guidance and direction from Engineering Services Manager.

May exercise general supervision over office or part-time staff as needed and assigned.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ For capital improvement projects: serve as Project Manager; coordinate the preparation of or develop engineering plans and specifications; review design; coordinate required advertising for bids; review construction bids; make necessary recommendations regarding selection of consultants; perform field reviews; supervise project inspectors.
- ◆ For subdivisions: review or plan check private project development plans and final maps for compliance with codes, regulations, and standards; review adequacy of applications for permits and compliance with approved plans; arrange and oversee contract plan check.
- ◆ Provide project management for the construction of municipal Public Works projects; oversee assigned projects to ensure contractor compliance with time and budget parameters for the project.
- ◆ Issue encroachment and transportation permits; supervise Public Works Inspectors assigned to inspect the permits.
- ◆ Interpret plans in the field; provide guidance to inspectors and developers.
- ◆ Determine applicable codes, regulations, and requirements for assigned projects.
- ◆ Submit bonds and subdivision agreements to City Council for exoneration.
- ◆ Respond to public or other inquiries related to street and drainage; evaluate issues and options regarding municipal Public Works and make recommendations.
- ◆ Prepare staff reports to City Council when necessary.
- ◆ Coordinate with City Attorney when disagreements with contractors occur.
- ◆ Coordinate with Community Development staff regarding grading issues involving public property; authorize street and drainage maintenance and reconstruction.

- ◆ Maintain regular contact with consulting engineers, construction project engineers, City, County, State, and Federal agencies, professional and technical groups, and the general public regarding Department activities and services.
- ◆ Assist in the preparation and monitoring of the capital improvement and engineering budgets.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Civil engineering principles, practices, and methods as applicable to a municipal setting.
- ◆ Pertinent Federal, State, and local policies, laws, and regulations affecting public works activities.
- ◆ Contract service planning, bidding, negotiation, administration, and performance evaluation.
- ◆ Terminology, methods, practices, and techniques used in technical civil engineering report preparation.
- ◆ Recent developments, current literature, and sources of information regarding civil engineering.
- ◆ Modern office methods, procedures, and computer equipment.

Ability to:

- ◆ Communicate effectively, both orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
- ◆ Conduct necessary engineering research and compile comprehensive reports.
- ◆ Develop, review, and modify various technical plans, designs, and specifications.
- ◆ Manage capital improvement projects.
- ◆ Ensure compliance with appropriate Federal, State, and local laws, codes, and regulations.

Skill in:

- ◆ Considerable skill in arriving at cost estimates on complex projects; skill in operating the listed tools and equipment.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Minimum of five years previous professional civil engineering experience.

Graduation from a four-year college or university with a degree in civil engineering or a related field.

Licenses:

Registration as a professional civil engineer in the State of California, or ability to obtain registration within 6 months of employment.

Possession of a valid California Driver's License and an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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 and 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, balance, stoop, kneel, crouch, crawl, talk, hear, and smell.

The employee must occasionally lift and/or move up to 25 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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near 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.