



## **City of Laguna Niguel Job Description**

### **PRINCIPAL CIVIL ENGINEER**

Middle Management, Professional, and Supervisory Unit  
FLSA: Exempt

#### **DEFINITION**

Perform highly complex professional engineering and administrative responsibilities involving the planning, environmental analysis, design, and construction of various public works projects and private development projects; direct and coordinate engineering activities; act as project manager; oversee capital improvements, development engineering, environmental programs, and permits.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general guidance and direction from Public Works Director/City Engineer or designee.

May exercise general supervision over Engineering staff as needed and assigned.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

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

- ◆ Oversee and participate in the review and approval of specifications, plans, estimates, and studies for public works and/or private development projects; check engineering and development plans for conformance with federal, state, and local regulations, standards, and codes related to City projects and private development projects.
- ◆ Coordinate with Community Development to review private development projects and related technical reports, prepare conditions of approval, and prepare Subdivision Map Act compliance documents, including but not limited to parcel maps, boundary/zoning changes, and property descriptions.
- ◆ Prepare and present agenda reports to City Council and City Commissions, when needed.
- ◆ Confer with the City Attorney regarding contract administration; respond to claims and litigations; prepare technical reports with recommendations regarding legal issues for review.
- ◆ Investigate field concerns affecting property owners, developers, engineers, and contractors; provide information to the public; respond to public inquiries and complaints.
- ◆ Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
- ◆ Serve as project manager for large and complex capital improvement projects; perform field inspections, ensure contractor compliance and perform construction contract modifications, and negotiate contract changes, as appropriate; process payments.
- ◆ Develop grant applications and administer grants including coordination with awarding agency, ensuring compliance with grant requirements, preparing forms and reports, and participating in audits, if required.

- ◆ Coordinate with property owners and businesses affected by public works and private development projects.
- ◆ Maintain regular contact with consulting engineers, construction project engineers, project managers, City, County, State, and Federal agencies, professional and technical groups, and the general public regarding engineering activities and services.
- ◆ Assist in the preparation and monitoring of the engineering and capital improvement budgets.
- ◆ Supervise, train, and evaluate staff.
- ◆ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ◆ Complex civil engineering principles, practices, and methods, particularly as applicable to municipal public works.
- ◆ Pertinent federal, state, and local policies, laws, and regulations pertaining to the Subdivision Map Act and land development standard and public works activities.
- ◆ Modern practices in subdivision control, including its relation to municipal planning and zoning.
- ◆ Advanced principles and practices in construction, contract administration, and project management.
- ◆ Budget development and administration.
- ◆ Modern office methods, procedures and computer software and equipment.
- ◆ Principles and practices of record keeping.
- ◆ Safe work and driving principles and practices.
- ◆ Principles of leadership, supervision, and employee development.

### **Ability to:**

- ◆ Perform professional engineering work in the design, development and construction management of private development and capital improvement projects.
- ◆ Perform highly complex technical research to solve engineering problems.
- ◆ Establish and maintain effective working relationships with employees, City officials, City commission and committee members, officials and/or other government agencies and the public.
- ◆ Manage capital improvement projects.
- ◆ Pertinent federal, State, and local laws, codes, and regulations governing the design and construction of streets, drainage, and geotechnical systems, capital improvement projects; CEQA, Subdivision Map Act and Public Works Contracts Code.
- ◆ Prepare highly technical reports, agenda reports, and correspondences.
- ◆ Respond to Public Records Act requests, as needed.
- ◆ Respond to public inquiries and complaints.

**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 six years previous professional civil engineering experience. Direct experience in municipal government is highly desirable.

Graduation from a four-year accredited college or university with a degree in civil engineering or a related field. A master's degree is highly desirable.

**Licenses:**

Possession of a valid Certificate of Registration as a Professional Civil Engineer from the State of California.

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.