



## JOB DESCRIPTION

### Senior Civil Engineer

**Date Prepared:** September, 2016

**SUMMARY:** Under limited supervision, leads and supervises a team to implement the City's Capital Improvement Program; supports other City departments and divisions in the implementation of infrastructure projects; assures compliance with various regulatory agencies; represents the Engineering Division in communications with other agencies, contractors, consultants and the public.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Perform tasks including planning, scheduling, and prioritizing work; project administration and project management for capital improvement program projects.
- Supervise staff and/or manage consultants in preparing plans, specifications and estimates for public works projects including streets, traffic signals, drainage, sewer, water, airport, and utility improvements.
- Perform design work including research, engineering, calculations, plan review and automated design and drafting.
- Support Public Works, Economic Development, Airport, and other City departments and divisions in the maintenance, rehabilitation, and construction of public infrastructure.
- Review and prepare contract documents; review and approve the payment of invoices and pay estimates; participate in budget planning.
- Review development applications, improvement plans, maps, and supervises staff assigned to these duties.
- Manage permitting, reporting, and activities to comply with regulatory requirements of various local, state and federal agencies related to public infrastructure maintenance and construction.
- Respond to questions and inquiries from various individuals, groups, organizations and companies regarding a wide range of engineering topics and issues.
- Provide direction to contractors or other external parties under contract with the City.
- Supervise subordinate staff, sets work priorities, creates work schedules, provides training, conducts performance evaluations, and rewards and/or disciplines employees.
- Assist City Engineer with various tasks and assignments.
- Obtain updates of projects; provides direction regarding physical or funding challenges.
- Attend various internal and external meetings regarding engineering topics or issues.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Bachelor's degree in Civil Engineering from an accredited college or university; AND five years professional municipal engineering experience including one year of supervisory or two years of project management experience.

### **Knowledge of:**

- City policies and procedures.
- City codes.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of civil engineering design regarding streets, sewers, water, and airport infrastructure.
- Automated engineering design practices and methods.
- Principles and practices of a municipal infrastructure.
- Pertinent state and federal laws.
- Principles and practices of public finance.
- Principles and practices of project management.
- Principles and practices of strategic planning.

### **Skill in:**

- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws, and regulations.
- Conducting plan reviews.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
  
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, consultants, contractors, suppliers, external public and private agencies and the general public; applying safe work practices.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
  
- Registration as a Professional Civil Engineer issued by the California Board of Professional Engineers and Land Surveyors.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed primarily in a standard office environment with some exposure to an outdoor work environment with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Officer

\_\_\_\_\_  
Date