



CITY OF CAMARILLO

Senior Civil Engineer

Job Code: 511

FLSA: Exempt

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Supervises, oversees, and participates in the more complex and difficult work of staff responsible for performing professional and technical level engineering and inspection duties in support of the City's engineering services and activities; oversees and participates in reviewing and/or preparing plans, designs, and specifications of public works projects to ensure compliance with city codes, specifications, policies, and standards; serves as project manager on complex projects; and responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervises, plans, trains, and reviews the work of City staff and/or consultants responsible for performing professional and technical level engineering and inspection duties in support of the City's engineering services and activities; conducts and prepares performance evaluations for assigned employees.
2. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures. Prepares various grant applications and administers state and federal grants.
3. Verifies the work of assigned employees and consultants for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
4. Prepares and evaluates requests for proposals relating to projects requiring contract engineering work; participates in the reviewing and selection of consultants; reviews plans and other documents prepared by consulting/engineering firms and evaluates their performance; ensures plan check comments are in accordance with engineering practices and City requirements advises regarding construction contract modifications and negotiates contract changes.
5. Oversees and participates in reviewing preliminary plans for future projects as necessary.
6. Responds to questions and inquiries from the general public, developers, contractors, engineering professionals, and City staff regarding engineering and development projects.
7. Oversees and participates in preparing a variety of engineering reports, studies, and technical documentation and correspondence related to engineering projects and other specialized studies;

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utilizes specialized engineering applications, databases, programs, and graphics.

8. Coordinates assigned activities with consultants, engineers, developers, contractors, other City departments and divisions, and outside agencies.
9. Attends and participates in professional group meetings; attends and makes presentations to City committees and commissions; stays abreast of new trends and innovations in the field of civil engineering design and construction management.
10. Performs related duties as required.

When Assigned to Capital Improvement Engineering:

11. Oversees and participates in preparing designs and specifications for assigned projects in streets, lighting, storm drainage, right-of-way, sewers, water, traffic, landscape, structures, and related areas; develops engineering drawings, construction plans, specifications, contract documents, bid documents, calculations, and cost estimates for proposed projects; researches project design requirements; prepares estimates of time and material costs.
12. Initiates and conducts engineering studies to identify public works, road, drainage, traffic, right-of-way, structures, wastewater and water facility needs; revises design and construction standards to improve methods, procedures and practices.
13. Serves as resident engineer for complex projects during construction; conducts or oversees field inspections of construction sites to monitor progress and ensure conformance to engineering plans, specifications, and construction and safety standards; meets with contractors to resolve items of non-compliance; negotiates change orders; makes corrections or revisions to plans and provides input on conditions of approval; reviews and approves pay estimates; prepares project close-out documents.
14. Participates in preparing the 5-year capital improvement program for City Council approval.
15. Oversees and participates in performing survey work; prepares and reviews survey notes and calculations.
16. Prepares and reviews legal descriptions and maps.
17. Participates in acquiring permits from regulatory agencies and acquiring state and federal funding.

When Assigned to Land Development Engineering:

18. Oversees and participates in performing plan check, review, and processing of plans and specifications for land development projects affecting City grading, streets, lighting, storm drainage, rights-of-way, sewers, wastewater, water, traffic, and related areas; ensures compliance with professional and City standards and practices; provides information and investigates complaints and service requests; coordinates reviews with other departments and agencies.
19. Oversees and participates in the reviewing and issuance of various permits including grading, encroachment, sewer connection, and special events permits; signs and approves improvement and grading plans and grading and encroachment permits of land development projects as necessary.
20. Oversees and participates in preparing Conditions of Development for various land development projects; coordinates conditions from other divisions, departments, and outside agencies.

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21. Oversees and participates in reviewing and preparing legal descriptions of real property.
22. Oversees and participates in reviewing and approving zone clearance for various projects including patio covers, swimming pools, and retaining walls.
23. Reviews environmental assessments, environmental impact reports, tract and parcel maps, variances and conditional use permits to ensure compliance with appropriate engineering regulations.

When Assigned to Traffic Engineering:

24. Oversees and participates in reviewing and analyzing traffic studies; prepares traffic plans and specifications; reviews subdivision and building plans and rezoning requests for impact upon traffic and parking conditions; prepare traffic conditions of approval for development projects; updates and operates computerized traffic forecasting models.
25. Oversees the Citizen Request Program; receives, reviews, and responds to citizen requests for traffic related issues including requests for red curbs, stop signs, speed humps, signing and striping, and landscaping covering signs.
26. Performs complex duties related to the accident reduction program; analyzes accident data and trends; identifies and recommends solutions to improve traffic safety.
27. Prepares complex signal timing strategies; analyzes signal efficiency and prepares timing plans; coordinates with signal technicians to identify signal hardware needs.
28. Reviews and participates in preparing complex traffic improvement plans for capacity and safety enhancements; conducts capacity analysis and other studies to guide the plan preparation.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal engineering design and construction program.
Principles of supervision and training.
Modern and complex principles and practices of civil engineering.
Methods and techniques used in the preparation of related public works project designs and related plans, specifications, cost estimates and reports.
Mathematical principles as applied to civil engineering work.
Principles and practices of project management and construction administration.
Methods and techniques of contract negotiations and administration.
Principles and practices of project budget preparation and control.
Methods, materials, and techniques used in civil engineering projects including those used in the design and construction of projects.
Mechanics and properties of materials.
Methods and techniques of engineering plan review and analysis.
Methods and techniques of conducting site and field investigation.
Principles and practices of field surveying including topographic and construction surveying.
Drafting methods, techniques, and equipment including those used in computer aided drafting.
Engineering maps and records.
Contract law and administration.
Subdivision Map Act.

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The Standard Specifications for Public Works Construction (SSPWC).
Recent developments, current literature, and sources of information related to innovations and trends in civil and traffic engineering design and development.
Principles and practices of business correspondence and technical report preparation.
Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.
Principles and practices of geographic information systems programs.
Occupational health and safety standards.
Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Supervise, organize, and review the work of staff.
Independently perform the most difficult engineering duties involved in the design, development and construction management of a variety of engineering projects.
Interpret, explain, and enforce department policies and procedures.
Coordinate and monitor the work of consultants and/or contractors performing engineer activities.
Serve as the project manager on one or more complex projects.
Prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets.
Perform engineering computations and calculations.
Analyze and evaluate design drawings and specifications.
Prepare and manage project budgets.
Negotiate with citizens, property owners, businesses and other agencies.
Maintain detailed project management records and documentation.
Prepare clear and concise administrative and technical reports.
Interpret, apply, and ensure compliance with pertinent federal, state, and local laws, codes, and regulations.
Manage the work of outside consultants.
Administer programs involving federal, state and local grants.
Safely and effectively operate engineering tools and equipment.
Respond to questions and inquiries from a variety of sources regarding engineering and development projects.
Research, review, update, and revise existing ordinances, policies, and design standards.
Conduct analytical traffic studies accurately and reliably.
Coordinate activities with internal and external agencies and committees.
Use and care for engineering, surveying, and drafting instruments and equipment.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Meet the public in situations requiring diplomacy and tact.
Deal constructively with conflict and develop effective resolutions.
Work under pressure, handle significant and problems and multiple tasks simultaneously.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil engineering, transportation engineering, or related field.

Experience:

Five years of increasingly responsible professional engineering experience including one year of administrative and/or lead supervisory experience.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.
Possession of a State of California Certificate of Registration as a Professional Engineer.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to different sites; occasional exposure to outside weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.