

**CITY OF ARCADIA**  
**SENIOR CIVIL ENGINEER**

**DEFINITION**

Under general direction, to perform highly complex and professional engineering administration duties; to plan, direct, and supervise a variety of engineering projects and programs; and to conceptualize, develop, design, and implement all phases of difficult design and engineering research projects.

**SUPERVISION EXERCISED**

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

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plan, organize, direct and review the work of professional and para-professional engineering teams in the preparation of engineering plans, specifications, designs, and cost estimates; review and set requirements for various types of development projects, easements and legal descriptions, plan checks, construction inspections, and materials testing for a wide variety of construction and maintenance projects.

Oversee other project managers or project engineers and serve as project manager on capital improvement projects; prepare descriptions; define job scope; prepare cost estimates and projections; develop schedules, procedures and time lines; prepare right of way plans, acquisition and environmental documents and reports; review and approves purchases; and confer with other professional and technical staff.

Coordinate engineering activities with other City departments, divisions, outside agencies, contractors and consultants.

Attend meetings and make presentations to City committees and commissions.

Develop and maintain effective working relationships with contractors, vendors, outside agencies, the public and City staff; represent the City at outside functions.

Develop and monitor systems and procedures for contract administration to ensure compliance with technical and legal requirements; prepare bid documents; review proposals; participate in the selection of consultants and contractors; prepare, review and approve contract documents, reports, plans and specifications; estimate construction costs and time requirements; provide engineering services and consultation to a variety of field and office personnel; oversee the construction inspection and survey of various types of maintenance

and construction projects; review and approve progress payments and change orders; and review contract close out.

Perform advanced engineering work, contract administration, highly specialized design, research, analysis and economic evaluations; prepare and submit a variety of documents and reports including agenda and project reports; prepare complex grant applications for project funding from various governmental agencies; maintain administrative and engineering records.

Develop operational and maintenance schedules; participate in the development of Master Plans for the City's infrastructure.

Participate in the development and administration of the Capital Improvement Program and Operating division budgets; monitor and ensure cost containment within project and section constraints; and formulate cash flow projections.

Select, train, motivate, supervise and evaluate assigned engineering personnel; provide or coordinate staff training and professional development programs; and implement discipline procedures.

Review plans prepared by developers, consultants and utility companies.

Research new materials and techniques; and monitor current developments in engineering.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Current principles and practices of organization, management and supervision.

Thorough knowledge of current principles and practices of utility and civil engineering.

Principles and practices of engineering economics and project management.

Contract administration, project management and evaluation.

Theories, principles and techniques of equipment used in various engineering projects.

Complex budget preparation and administration.

Supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations relating to engineering and the environment.

Principles of research, business letter writing, complex report preparation and procedures; English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.

**Skill to:**

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

**Ability to:**

Interpret and apply Federal, State and local laws, codes and regulations.

Interpret and explain City and Department policies and programs.

Plan, organize, supervise, train and evaluate professional and technical engineering staff.

Negotiate and administer contracts.

Coordinate and manage assigned projects.

Conduct studies, review and evaluate data, and form accurate conclusions and projections.

Prepare and/or direct the preparation of complex plans, specifications and legal contracts.

Prepare clear, concise and accurate reports.

Make effective and persuasive presentations on controversial or complex topics to top management, public groups, and/or boards of directors, and city councils.

Communicate clearly and concisely, both orally and in writing.

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

Perform difficult research, analyze complex engineering problems, evaluate alternatives and recommend effective action.

Use computerized engineering programs.

**Minimum Qualifications:**

**Experience:**

Five years of increasingly responsible professional engineering and/or management experience in Civil Engineering or water resources including two years of project management and/or administrative responsibility.

**Training:**

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 registration as a Professional Civil Engineer in the State of California.

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; exposure to outdoors; ability to travel to different sites and locations.

**Effective Date:** July 2020