

CITY OF HIGHLAND
SENIOR CIVIL ENGINEER



JOB SUMMARY

This is the advanced journey level class. This position performs complex professional engineering tasks and duties. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

The Senior Civil Engineer will oversee the Public Work's development review, writing engineering conditions of approval, plan checking and inspection. This position is also responsible for implementation of the City's Capital Improvement Program (CIP).

SUPERVISION RECEIVED AND EXERCISED

1. Receives general supervision from the Public Works Director/City Engineer and/or Assistant Public Works Director.
2. Will exercise technical and functional supervision over technical subordinates, contract development and CIP staff, and volunteers.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Perform routine professional level work in the field of civil engineering.
2. Coordinate and manage engineering work in connection with private development projects.
3. Review development applications, improvement plans, maps, and supervise staff assigned to these duties.
4. Confer with developers, contractors, engineers, the general public, regarding City engineering policies and standards.
5. Meet with engineers, developers, and property owners to provide and discuss engineering procedures and requirements relative to proposed commercial/industrial/residential developments, including public improvement plans, engineering reports and other submittals/requirements.
6. Approve project plans and bond estimates.
7. Represent the City on various development related issues.
8. Supervise and coordinate contract agreement activities including engineering plan check and inspection services. Review and approve the payment of invoices.
9. Coordinate engineering work with other departments, consultants, contractors, developers and property owners.

10. Respond to questions and inquiries from various individuals, groups, organizations and companies regarding a wide range of engineering topics and issues.
11. Prepare and oversee various reports including but not limited to Annual HPMS updated for SCAG and Cal-Trans, GASB 34, Bridge Inventory, Annual Street Mileage, Traffic Control Plans, City's Engineering Development Procedures and Policy Manual, etc.
12. Prepare a variety of word processing and spreadsheet documents, including request for proposals, staff reports for City Council and Planning Commission, presentations, graphs, and charts.
13. Perform tasks including planning, scheduling, and prioritizing work; project administration and project management for various CIP projects.
14. Supervise staff and manage consultants in preparing plans, specifications and estimates for public works projects including bridges, interchanges, streets, traffic signals, drainage, parks, buildings and other capital improvement projects.
15. Provide project management for construction projects to ensure compliance with project specifications, time and budget parameters.
16. Resolve disputes between the City and contractors concerning plans, specifications and extra work.
17. Prepare grant funding applications for various projects; process and track grant applications and funds.
18. Assist in the preparation of the operating and capital improvement program budgets.
19. Build and maintain positive working relationships with co-workers, other City employees, contract staff and the public using principles of good customer service.
20. Occasional attendance at evening meetings may be required. Occasional attendance on weekends may also be required.
21. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of civil engineering as applied to development and a variety of public works projects including, building/facilities construction, traffic, drainage, parks and street improvements.
2. Modern methods, material and techniques used in the design, construction and inspection of public works and development projects.
3. Applicable laws and regulatory codes relevant to design and construction in the area of assignment.

4. Surveying, drafting, computer-aided design techniques and terminology.
5. Principles and practices of effective customer service.
6. Modern office equipment including use of applicable computer applications.

Ability to:

1. Plan, assign, determine priorities, and supervise work of sub-professional and professional engineering personnel; ability to make independent investigations in the review of engineering problems; ability to determine adherence to engineering specifications on a variety of public works improvements and construction projects.
2. Explain technical issues to non-professional people and to deal effectively with developers, civil engineers, consultants, City staff, other public agencies, City Council, Planning Commission and general public.
3. On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports, and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
4. Demonstrate tact and diplomacy with the public.
5. Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION

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

1. Experience: Five years experience in professional engineering work in an area of assignment including two years of supervisory experience.
2. Training: Equivalent to a Bachelor's degree from an accredited college or university with major work in civil engineering or a closely related field.

License or Certificate:

Possession of a Certificate or Registration as a professional engineer in civil engineering in the state of California. Possession of, or ability to obtain a California driver's license and a satisfactory driving record.

ENVIRONMENTAL CONDITIONS

Work is generally performed in a temperature-controlled office environment subject to typical office noise, with some work done outdoors with exposure to traffic, outdoor weather conditions including extreme heat and cold and to wet, and humid conditions.

Salary Range: \$9,255 - \$11,250 per month

Work Schedule: 9/80 Work Schedule

Cafeteria Plan: \$1,450 per month toward health/dental/vision insurance premiums

Vacation/Sick Leave: 80 Hours of accrued vacation within first year; 8 hours per month of sick leave with a maximum of 1,250 Hours

Holidays: 24 Hours of Floating Holiday per year; 9 paid City Holidays

Retirement:

Retirement benefits are provided through the California Public Employees' Retirement System (CalPERS); 2% @ 55 for (classic) CalPERS members, with the City paying the member contribution; 2% @ 62 for (new) CalPERS members, with the employee paying the member contribution. The distinction between "classic" and "new" is pursuant to State pension reform legislation (PEPRA).

The passing of a pre-placement physical will be performed as a condition of employment. A DMV background check and fingerprinting will also be performed.

Required application can be obtained at the City of Highland, 27215 Base Line, Highland, CA, 92346, (909) 864-6861, or at www.cityofhighland.org.

Applications will be accepted until position is filled.

AN EQUAL OPPORTUNITY EMPLOYER