

CITY OF LATHROP

SENIOR CIVIL ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction, plans, manages, leads, oversees and performs professional and technical engineering work in the design, investigation, project management, and construction of Public Works engineering activities, including water and wastewater systems/plants; coordinates water and wastewater projects, development review, and/or master plans and assigned activities with other divisions, departments, consultants, contractors, engineers, and outside agencies; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Civil Engineer** is a lead/advanced journey level registered professional engineer class within the Public Works Department and exercises full responsibility for planning and organizing a variety of assigned engineering projects and directing the work of assigned staff. Incumbents perform complex professional engineering and program management assignments demanding considerable knowledge of various aspects of engineering and related program requirements, including land development, planning, design standards and regulations, construction, water and wastewater systems/plants, and maintenance. This classification is distinguished from the next higher classification of Principal Engineer in that the latter is a division manager in the Public Works Department.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Public Works/City Engineer or Principal Engineer. Exercises direct and indirect supervision over professional, technical and office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, manages, leads, oversees and performs professional and technical engineering work in the design, investigation, project management, and construction of Public Works engineering activities, including water and wastewater systems/plants; coordinates water and wastewater projects, development review, and/or master plans and assigned activities with other divisions, departments, consultants, contractors, engineers, and outside agencies.
- Monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures; participates in the development of policies and procedures; recommends programs, projects and work assignments to higher level engineering personnel.
- Coordinates and works with regional boards, and other appropriate agencies, on receiving and maintaining discharge permits.

- Develops and maintains water and sewer connection fees and rates; initiates capital improvement projects for water and wastewater systems improvements; reviews capital improvement plans.
- Reviews development proposals as they relate to assigned duties; manages the design, construction, and long-range planning of water and wastewater facilities, including master plans, design plans, specifications, contracts and agreements.
- Participates in the development and administration of the Department's annual budget and Capital Improvement Program budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; assigns work activities, projects and programs; meets with staff to identify and resolve problems; works with employees to correct deficiencies.
- Conducts a variety of organizational studies, investigations and operational studies; continuously monitors and evaluates the efficiency and effectiveness of water and wastewater systems/plants service delivery; assesses, monitors, and evaluates work projects, methods and procedures, work load, administrative support systems, and internal reporting relationships.
- Negotiates and resolves sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquires and complaints.
- Monitors and keeps informed of current trends in the field of municipal engineering, including legislation, court ruling and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and personal service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Civil Engineer**. A typical way of obtaining the required

qualifications is to possess the equivalent of four years of increasingly responsible engineering experience, and a bachelor's degree in civil engineering.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license; possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers. Possession of a Grade III Wastewater Treatment Plant Operator Certificate and a Grade II Water Treatment Certificate issued by the State of California is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, procedures, practices and standards of municipal civil engineering; surveying methods and techniques; municipal engineering laws, ordinances, codes, specifications and plans; engineering project inspection methods; water and wastewater systems/plants; modern developments, current literature and sources of information regarding engineering; principles and practices of contract administration; operational characteristics and use of standard equipment used in the engineering profession; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Lead, oversee, manage, review and perform complex engineering computations; check, design and supervise the preparation of engineering plans and studies; plan, organize, direct and evaluate the effectiveness of assigned program activities; effectively exercise supervisory control over complex professional and technical tasks; perform the full range of professional civil engineering tasks; prepare and administer a budget; safely and effectively operate engineering tools and equipment; interpret, explain and apply applicable laws, codes and regulations pertaining to municipal public works design and construction; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; promote and observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; safely and effectively operate engineering tools and equipment.