

April 18, 2018



City of Larkspur

SENIOR ENGINEER

DEFINITION

To supervise professional and technical civil engineering staff; to perform advanced level professional civil engineering work for capital improvement projects and private projects; and to provide responsible staff assistance to the City Engineer.

DISTINGUISHING CHARACTERISTICS

This is the first-line supervisor and advanced journey level class in the professional engineering series. Positions assigned to this class can be distinguished from lower level engineering classes by the performance of the most complex engineering tasks requiring a high degree of knowledge related to all areas of design, plan review and contract administration. Positions assigned to this class can be further distinguished by the performance of lead supervisory activities such as assigning work, monitoring project progress and providing technical assistance and training to other professional and technical staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Engineer/ Director of Public Works. Exercises direct supervision over professional and technical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Include but are not limited to the following:)

- Provide direct supervision to professional and technical engineering staff; participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Participate in the development and implementation of goals, objectives, policies and priorities related the Engineering Division.
- Participate in the preparation and administration of the division budget; submit budget recommendations; monitor expenditures.
- Assist in planning, organizing, evaluating and participating in the functions and activities of the Engineering Division including design, plan review, capital improvement projects, private projects, utility projects, encroachment permits, and various studies and plans, including associated public engagement.
- Assist City Engineer in planning of work schedules and project assignments.
- Assist in resolving work problems and interpret routine administrative policies to subordinates, other departments, consultants, contractors and the public.
- Assist in coordinating Division activities with Maintenance Division and those of other departments and outside agencies and organizations.

- Prepare Requests for Proposals/ Qualifications for various non-construction contracts (consultants); evaluate, select contractor, negotiate and manage contracts for same.
- Prepare staff reports and all supporting attachments and make presentations for consideration of action by the City Council or action/ recommendation by various City boards and commissions.
- Represent the Department and work with elected officials, community groups, stakeholder agencies and the public at relevant public/ stakeholder/ outside agency meetings.
- Serve as Acting City Engineer/ Director of Public Works in the City Engineer/ Director of Public Works' absence.

Capital Improvement Projects:

- Calculate the quantity, quality and cost of materials; troubleshoot and resolve design problems and vet implementation options through to a final design.
- Perform/ oversee the development of Plans, Specifications and Estimates for Capital projects for public bidding.
- Coordinate or perform the construction inspection and management of capital improvement projects, including coordination of utility relocations; ensure conformance with contract plans, specifications and applicable codes; perform final inspections.
- Prepare change orders, authorize payments, monitor budgets and ensure all phases of construction meet contract specifications.

Private Projects:

- Administer, design, review and inspect all major private projects; ensure compliance with codes and local regulations.
- Prepare and file deeds, maps and legal descriptions.
- Provide technical assistance to Planning Division staff and the Planning Commission.
- Respond to requests for environmental reviews on all private land development.
- Provide information to the public; respond to and resolve citizen inquiries and complaints.
- Perform related duties and responsibilities as required.

REQUIREMENTS

Knowledge of:

- Principles, terms and practices of civil engineering as applies to public works, including planning and development, design and construction, operation and maintenance.
- Construction materials, methods and equipment.
- Engineering mathematics through calculus and statistical analysis methods.
- Engineering economics and specification and contract procedures.
- Cost estimating methods.
- Pertinent Federal, State and local laws, codes and regulations used in the design and construction of public works, traffic and related engineering projects.
- Safe work practices as they relate to the position.

- Computer engineering programs (Auto CAD, GIS (ESRI), Project Management and Microsoft Office (Excel, Word, Project, Power Point) applications.
- Standard administrative engineering office practices and procedures.
- Federal-Aid process (through Caltrans Division of Local Assistance) for delivery of construction projects

Skill in:

- Supervise, train and evaluate assigned personnel.
- Perform technical research, make engineering design computations and provide recommendations for improvements or works based on engineering analysis.
- Prepare plans and drawings neatly and accurately.
- Understand and interpret engineering construction plans, specifications and other contract documents.
- Coordinate phases of major construction projects and prepare progress reports.
- Conduct comprehensive engineering studies and prepare reports with appropriate recommendations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ensure project compliance with State, Federal and local rules, laws and regulations.
- Interpret and apply pertinent laws, rules and regulations, and ensure project compliance with State, Federal and local rules, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communications with others.

EDUCATION AND/OR EXPERIENCE

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

- Ten years of increasingly responsible professional civil engineering experience including at least two years of lead supervisory responsibility.
- Possession of: a Bachelor's Degree in Civil Engineering or a closely related field;
- Possession of registration as a Professional Engineer issued by the State of California; and
- Possess a valid Class C California Driver's License.

PHYSICAL WORKING CONDITIONS

The essential functions of the job require the ability to sit for extended periods of time when performing office tasks; reach above or below shoulder height; finger dexterity to operate a computer and other office equipment; speak and hear in person and on the phone; see sufficiently to perform assignments; periodically drive a vehicle from site to site to conduct inspections under a variety of climatic and geographic conditions in a field environment with potential exposure to loud noise, chemicals, fumes and other environmental substances; traverse uneven terrain; stand for long periods of time; work long or unusual hours as situations demand; and frequently lift and/or carry objects weighing up to 25 pounds and occasionally up to 55 pounds.

OTHER:

FLSA Status: Exempt

Bargaining Unit: Unrepresented Management

Approved by: City Manager Dan Schwarz

Date: April 18, 2018