

# CITY OF SAN JUAN CAPISTRANO

## SENIOR ENGINEER

*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.*

### **DEFINITION**

To perform a variety of engineering functions related to assigned development, capital improvement, operational, and/or traffic projects; to review project plans, technical reports and related documentation; to interact with stakeholders including, but not limited to staff, governmental agencies, developers, architects and the public; to supervise staff, conduct engineering research, studies and analyses, and to perform a variety of related duties and responsibilities in City's Public Works or Utility Department.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the professional Engineer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including reviewing utilities, operational, and development projects and conducting specialized engineering studies. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Department Director or higher level management staff.

May exercise functional supervision over assigned technical staff including, but not limited to, inspection and engineering.

**ESSENTIAL FUNCTION STATEMENTS**. *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Reviews water, wastewater, storm water, recycled water, development, grading, improvement, and/or traffic improvement plans submitted by developers including related studies and technical and environmental reports.
2. Confers with staff, developers, engineers, architects, and project planners regarding review comments and requirements; provides project guidelines and recommendations; discusses plan concerns requiring resolution with the Department Director or supervisor as required.
3. Sets engineering conditions of approval on all projects presented to the City Council and Planning Commission for approval.
4. Reviews submitted utilities facilities and infrastructure projects including treatment plants, pump stations, lift stations, pressure reducing stations, wells, reservoirs, and pipelines. Reviews submitted subdivision maps and accompanying title reports, traverses, closure calculations, easement

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descriptions, agreements, encumbrances and restrictions; processes maps from application filing through City Council approval.

5. Conducts field investigations and monitors public and private construction for compliance with project specifications, contracts, professional services agreements, plans, and/or permit requirements; reviews punch list of corrections prepared by inspector personnel.
6. Supervises inspection services rendered by the City for all utilities, grading, private, and public improvement operations.
7. Performs engineering research, studies and analyses for assigned projects; prepares related reports and provides project recommendations; may assist in calculating fiscal engineering revenue projections used in the preparation of the City's budget.
8. Coordinates the implementation of City programs and activities used to generate revenue such as the Circulation Impact Fee Program, other development fees, and/or the updating of fee schedules.
9. Manages the design and construction of utilities and/or traffic-related capital improvement projects; addresses utilities and traffic issues associated with other capital improvement projects.
10. Supervises, assigns and reviews the technical work of designated staff on development and capital improvement projects; establishes goals and objectives and ensures appropriate training is provided.
11. Attends and participates in a variety of professional meetings; represents the City at engineering related committees and/or planning sessions; stays abreast of trends and developments in the field of engineering.
12. Serves on the City's Emergency Response Team; participates in training activities and responds to emergency situations as required.
13. May serve as the Secretary to an assigned City Commission or Board, including setting agendas, preparing reports, and delivering presentations.
14. Performs related duties and responsibilities as required.

*When assigned to Traffic in the Public Works Department:*

- Coordinates the City's Residential Permit Parking, Traffic Count and Speed Limit programs; administers the traffic signal maintenance contract.
- Addresses citizen requests for traffic services including investigations, traffic and accident analyses, and speed studies; provides related recommendations.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of civil engineering.
- Current trends and developments in the field of civil/traffic engineering.
- Processes and procedures for conducting plan reviews.
- Construction principles, plans and specifications.
- Materials, tools and equipment used in civil engineering.
- Techniques and methods for conducting engineering research and studies.
- Project management principles and practices.
- Basic principles and practices of supervision and training.
- Pertinent Federal, State and local codes, laws and regulations.

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**Skill in:**

- Performing and coordinating a variety of engineering functions.
- Reviewing and developing project plans and specifications.
- Providing review comments and interacting with various stakeholders including, but not limited to, staff, regulatory, utility, and other governmental agencies, the public, contractors, developers, architects and planners.
- Conducting inspections and monitoring for compliance with project specifications.
- Performing research, conducting studies and analyses, and preparing engineering reports.
- Managing the planning, design and construction of assigned capital improvement projects.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

**EXPERIENCE AND TRAINING GUIDELINES**

*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:*

**Experience:**

Five years of experience related to utilities, traffic, or civil engineering. Experience in planning, design, project management, construction management, inspection, and utilities or traffic operations is desirable.

**Training:**

Equivalent to a Bachelor's Degree from and accredited college or university with major course work in civil engineering.

**Licenses or Certifications:**

- Possession of, or ability to obtain, an appropriate, valid driver license.
- Possession of a California State Engineer-in-Training Certificate (EIT)
- Registration by the State of California as a Professional Engineer (PE) is desirable.

**When assigned to the Utilities Department:**

- A combination of a Project Management Professional Certification (PMP), Bachelor's Degree in public or business administration, and Grade 4 Water Distribution Certification may be considered in lieu of the EIT and/or PE.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; travel from site to site; extensive contact with various stakeholders including, but not limited to, staff, regulatory, utility, and other governmental agencies, the public, contractors, and developers.

**Physical Conditions:**

Essential functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time; requires visual acuity for reading engineering maps and drawings.