

# CITY OF SAN JUAN CAPISTRANO

## SENIOR CIVIL 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 manage and coordinate complex capital improvement and maintenance projects, to perform professional engineering work pertaining to the design and construction of assigned projects; to conduct engineering analyses and review plans and specifications; to act as a project manager on assigned projects; and to perform a variety of technical tasks relative to assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Engineering & Building Director or an assigned Manager.

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

#### **Essential Functions:**

1. Oversees and/or participates in the implementation of various City capital improvement projects from initiation to the completion of construction; develops the concept and content of assigned projects.
2. Conducts engineering analyses and reviews project plans, specifications and documentation.
3. Prepares City Council and Commission reports and provides recommendations regarding the review and approval of design concepts, plans and specifications.
4. Develops and administers project budgets and schedules; recommends cost increases due to changes in the of work scope; processes progress payments to consultants and contractors.
5. Applies for and obtains grant funding; requests and processes grant payments from the funding authority to the City.
6. Coordinates environmental review and CEQA approval processes; prepares engineering reports and obtains required resource agency permits.
7. Creates and negotiates License Agreements; obtains access, construction and conservation easements required for assigned projects.
8. Prepares Requests for Proposals and bid documentation; coordinates project advertising and administers bid processes; conducts pre-bid meetings, reviews bids received and recommends the award of contracts to the City Council.
9. Serves as Project Manager for design and/or construction phases of capital improvement projects; conducts pre-construction meetings and coordinates project activities with other City departments and outside agencies; organizes utility reviews/ relocations and coordinates with City inspectors.

**CITY OF SAN JUAN CAPISTRANO**  
**Senior Civil Engineer (Continued)**

10. Performs site visits and inspections; monitors and ensures compliance with regulatory requirements and project schedules and specifications; recommends project adjustments and modifications; responds to and resolves construction conflicts.
11. Develops and administers consultant and/or construction contracts; monitors the quality and progress of work performed by contractors and consultants.
12. Conducts public meetings; prepares and presents a variety of project reports to the City Council and Commission.
13. Responds to inquires and provides information and support to developers, builders, contractors and the general public regarding the City's engineering process, policies and procedures.
14. Serves as the NPDES Coordinator for the City; reviews development plans for NPDES requirements; provides training to inspectors and code enforcement personnel; prepares public education material regarding NPDES permit requirements; coordinates environmental special events.
15. Acts as the City's Solid Waste and Recycling Coordinator; prepares the annual CIWMB solid waste report; reviews construction and demolition recycling plans; coordinates household hazardous waste activities; prepares Department of Conservation grants.
16. Serves as the Sewer System and SOCWA Coordinator; approves SOCWA industrial discharge permit applications submitted by local businesses; provides training to sewer spill response staff; ensures the City's compliance with all sewer related regulations.
17. Attends and participates in professional meetings relative to area of assignment; serves on boards and committees as assigned; stays abreast of new trends and innovations in the field of engineering.
18. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of civil engineering.
- Current trends and developments in the field of civil engineering.
- Processes for conducting engineering analyses and plan reviews.
- Construction principles, plans and specifications.
- Project management principles and practices.
- Bid processes, procedures, and documentation.
- Processes for developing and administering budgets.
- Contract administration principles.
- Specialized functions relative to area of assignment.
- Pertinent Federal, State and local codes, laws and regulations.

**Skill in:**

- Performing a variety of professional engineering functions in support of City projects.
- Reviewing project plans and specifications and conducting engineering analyses.
- Serving as Project Manager and overseeing complex capital improvement/maintenance projects.
- Coordinating bid processes and preparing related documentation.
- Developing and administering project budgets, schedules and contracts.
- Conducting inspections and ensuring compliance with specifications and regulatory requirements.
- Responding to inquiries and providing assistance to developers, contractors and the general public.
- Preparing and presenting comprehensive engineering reports.

**CITY OF SAN JUAN CAPISTRANO**  
**Senior Civil Engineer (Continued)**

- 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 civil engineering experience.

**Training:**

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

**Licenses or Certifications**

- Possession of a valid registration as a professional civil engineer in the State of California.
- Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; travel from site to site; extensive contact with developers, contractors and the general public.

**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 drawings and plans.