

CITY OF REDWOOD CITY SENIOR CIVIL ENGINEER

DEFINITION

To perform complicated engineering, planning, design, and review activities; and to exercise lead supervision over others as assigned. The work assigned may involve public works, traffic, and/or building construction.

DISTINGUISHING CHARACTERISTICS

Work of this class may involve the lead supervision of professional and technical personnel. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative in prioritizing, scheduling, assigning and coordinating the work. Senior Civil Engineers are also expected to perform the most complex professional engineering work requiring a substantial level of professional training and experience.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is provided by the Engineering and Construction Manager and technical direction by the City Engineer. General guidance may be provided by the Department Head and other Department Managers. Responsibilities include a team leader over a team of professional and technical personnel and other Community Development Services staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Serve as design team leader in the development of designs, plans, specifications, and estimates for the construction of public works projects.

Inspect project sites to assist in solution of difficult problems; interpret specifications and City policy.

Review and/or prepare plans and specifications for public works projects to insure conformance with City ordinances and conformance to Redwood City Engineering Standards. Such plans and specifications may be prepared by private engineers or architects.

Prepare periodic project status reports, reports to City Council, and correspondence.

Prepare various applications for local, state, and federal grants.

CITY OF REDWOOD CITY
SENIOR CIVIL ENGINEER (Continued)

Respond to citizen inquiries and complaints, and take appropriate action.

Assist in the preparation of the Capital Improvement Plan and Budget.

Responsible for the selection and supervision of professional consultants.

Coordinate activities with other City departments, divisions, and sections, and with outside agencies.

Responsible for project administration, construction management, and contract administration for public works projects.

Perform related duties as assigned.

Help to recruit, select, train, motivate, assign and evaluate personnel.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of engineering.

Modern methods and techniques used in the design and construction of a variety of public works engineering projects.

Modern developments, current literature and sources of information regarding the assigned area of engineering.

City codes and ordinances pertaining to public works.

Applicable laws and regulatory codes relevant to design and construction in the area of assignment.

Principles of supervision, training, and performance evaluation.

Ability to:

Make complex engineering computations and to check, design, and supervise the construction of a wide variety of public and private facilities.

Provide technical guidance to subordinate staff.

Supervise, train, and evaluate professional and technical subordinates.

Communicate clearly and concisely, both orally and in writing.

CITY OF REDWOOD CITY
SENIOR CIVIL ENGINEER (Continued)

Establish, maintain and foster positive and harmonious working relationships with those individuals and teams contacted in the course of work. Manage individuals and teams within such an environment.

Skills to:

Facilitate and serve as a liaison for both staff and various City Committees and Commissions.

Build and facilitate teams for both staff and various City Committees and Commissions.

Operate modern office equipment including computer equipment and general office software.

Operate a motor vehicle safely.

Experience and Education:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain knowledge and abilities would be:

Experience:

Four years responsible experience in public works engineering and/or construction.

Education:

A Bachelor's Degree from an accredited college or university in civil engineering or a related field.

License or Certificate:

Possession of a Certificate of Registration as a Professional Engineer, or Traffic Engineer in the State of California.

Effective Date: February, 2000

Bargaining Group: Redwood City Management Employees' Association