

CITY OF REDWOOD CITY SUPERVISING CIVIL ENGINEER

DEFINITION

To plan, direct, and review the work of an assigned section in the Engineering Division of the Public Works Department; to supervise and participate in design and support services; and to provide responsible and technical staff assistance in review of design maps, subdivision maps, plans, and agreements and in other engineering areas.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Assistant City Engineer.

Responsibilities include direct and indirect supervision over professional and technical staff or positions.

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

Supervise the Design Section or the Support Section in the Engineering Division; plan, direct, and review the work of subordinates.

Assume responsibility for a variety of personnel actions including selection, promotions, performance evaluations, disciplinary actions, and dismissals.

Prepare plans and specifications for Capital Improvement Projects.

Supervise field personnel; oversee survey operations.

Review preliminary and final design maps and provide guidance to subdividers, engineers and architects.

Review and check, with the assistance of subordinates, street plans, sewer plans, plans for water systems, landscape plans, irrigation plans, and soils reports to assure compliance with the conditions of approval and City standards.

Review Subdivision Agreements prepared by the City Attorney for City Council approval.

Prepare reports and evaluations for construction projects and subdivisions.

Assist in land acquisition for Public Works projects; review appraisals and assist negotiators in the process.

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Coordinate design work with different consultants and agencies to assure orderly design process and obtain necessary approval and permits from other agencies.

Review reports, plans and specifications prepared for Capital Improvement projects and process same for approval.

Field inspect job sites during construction to enforce compliance with the contract documents, City ordinances and other requirements, perform final inspections.

Prepare staff reports for final acceptance of construction projects for bond release and Council approval.

Negotiate and prepare change orders and extra work orders for construction projects.

Review Daily Inspection Reports prepared by subordinate inspectors, and review soils and compaction reports prepared by the project soils engineer.

Review applications for use permits and prepare conditions of approval for same.

Review applications and set conditions for encroachment permits.

Process applications for street and easement abandonments to City Council.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of engineering.

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

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

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

Principles of supervision, training, and performance evaluation.

Applicable City codes and ordinances; regulations and guidelines governing public works projects.

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Specifications and plan requirements for public works projects.

Land and engineering survey systems, methods and techniques.

Ability to:

Supervise the work of others.

Lead and participate in the design of major public works improvement projects; prepare plans and specifications.

Review a variety of maps, plans, agreements, and other documents for conformance to codes, guidelines, and specifications.

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

Meet appropriate physical demands necessary for adequate job performance.

Experience and Training Guidelines:

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

Experience:

Five years of responsible experience in civil engineering, at least two of which were in a lead or supervisory capacity.

Education:

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

License or Certificate:

Possession of a certificate of registration as a professional Civil Engineer in the State of California.

Possession of a valid California Driver's License.

Effective Date: November, 1984

Bargaining Group: Redwood City Management Employees' Association