PRINCIPAL CIVIL ENGINEER

DEFINITION
Under general direction, manages staff engaged with City’s engineering projects to include traffic, water, sewer and storm drain systems, streets, sidewalks, curb, gutter, and City facilities/structures.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Manages staff engaged in City Engineering projects to include, street pavement, sidewalks, curb, gutter, City facilities/structures, and planning, parking; plans, organizes and controls Engineering Division services;
- Inspects work of assigned staff in progress and upon completion;
- Receives, investigates and responds to citizens complaints or inquiries; develops and implements policies, procedures, goals and objectives for the Division.
- Reviews plans, specifications, estimates and project studies prepared by staff, consultants, contractors and developers; evaluates performance of assigned staff;
- Prepares and administers Division budget and monitors expenditures; recommends the purchase of equipment and assists in the development of specifications;
- Attends departmental and outside meetings with local, regional and state committees.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable engineering principles and practices, budgeting and purchasing techniques and procedures, City policies and procedures as it relates to employments, vendor contracts, capital improvement projects, etc.
- Skilled in managing, delegating and evaluating work of assigned staff, prioritizing and scheduling division activities, providing and following oral and written instructions and in establishing and maintaining effective working relationships;
- Ability to effectively communicate verbally and in writing in English
- Proficient in the use of a personal computer and other electronic hardware and to include MS Office and other industry related software;

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. The incumbent in this job classification may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Must be registered as a Civil Engineer in the State of California AND seven years experience performing and managing progressively complex civil Engineering designs and projects to include three (3) years as a supervising other engineers and staff. Must have and maintain a valid CA Driver’s License. Depending on the City’s needs, incumbents in this job classification may be required to possess or obtain additional licenses and certifications.