City of Inglewood

Job Description

Class Code: 808

SENIOR ENGINEER

DEFINITION
Under general supervision, plans, designs, inspect and reviews plans and specifications for City capital improvement projects.

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 the planning, designing, inspecting and reviewing of plans and specifications for City capital improvement projects; researches project requirements and materials needed to complete the capital improvement projects; prepares request for proposals and bid specifications for requisitions and solicits bids for contracted services; recommends selection of bidders for purchase of services and materials; oversees design and construction contracts. Estimates costs and negotiates design fees, construction cost and modifications; coordinates construction-related issues with other internal and external parties and investigates field problems affecting design, construction and maintenance operations; prepares project progress reports, funding reports and other documents; researches and provides information to public and other agencies; represents the department in meetings with other departments, council members, public, consultants and contractor. Assists in the preparation of division budget and staff reports; monitors and evaluates performance of assigned staff; recommends hiring, training and disciplinary action for assigned staff; interviews and recommends consulting firms for professional services; conducts safety and training meetings; implements Divisional rules and procedures.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
Knowledgeable of engineering practices and principles, complex mathematical and engineering formulas and material testing practices
Knowledgeable of construction inspection techniques
Knowledgeable of budgeting and purchasing techniques and procedures
Knowledgeable of personal computer hardware and software
Knowledgeable of occupational hazards and safety guidelines
Skilled in planning and designing specifications for engineering projects
Skilled in establishing and maintaining productive working relationships
Ability to perform and train other employees on essential duties
Ability to effectively communicate verbally and in writing in English

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending; may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and construction sites.

QUALIFICATIONS
Bachelors degree in Engineering or closely related field, AND five (5) years experience in civil engineering and/or construction management OR Certification as a Professional Engineer with the State of CA. Must possess at the time of application and maintain a valid California Driver’s License. Depending on the needs of the City, incumbents in this job classification may be required to possess or obtain additional licenses and certifications.