

DEFINITION:

Under direction, performs professional engineering work for the City in both the office and the field. Prepares detailed engineering designs and is responsible for the construction management inspection of development services, municipal services, and electric utility projects for compliance with the contract documents and accepted engineering principles and general policies prescribed by the Development Services, Municipal Services, and Electric Utility Departments.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the Project Coordinator in that individuals holding that classification are assigned to major projects. This classification is distinguished from that of the Assistant Engineer in that this classification requires professional registration.

EXAMPLES OF DUTIES:

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties. Duties listed are not necessarily performed by each individual in the classification.

1. Designs and prepares plans and specifications for capital improvement projects, such as streets, storm drains, sewers, water and sewer line extensions, water and wastewater treatment plants, parks and recreation facilities, electrical substations, electric transmission/distribution lines, power generating plants and other civil/electrical related projects.

Measures: Assures that project plans conform within acceptable civil engineering standards. Quality of work, thoroughness, timeliness and job knowledge.

2. Administers/Supervises construction projects, conducts field inspections of projects to ensure contract enforcement, prepares oral and/or written reports for staff and management as appropriate.

Measures: Thoroughness of inspection and reports, ability to enforce contract documents in City's best interest. Accuracy of reports; ability to keep key City executives informed of project progress; ability to keep activity on schedule and within the approved budget where possible.

3. Reviews engineering plans and specifications of contractors to better assure construction projects are in compliance with applicable specifications and standards; administers contract and monitors the performance of contractors or consultants as assigned.

Measures: Assures, where possible, compliance to City specifications and/or the provisions of the contract including timelessness of completion. Thoroughness of review, job knowledge.

4. Reviews the work of surveyors and consultants under contract.

Measures: Assures, where possible, the accuracy of documents which are used in City projects. Thoroughness of review, speed of review, job knowledge.

5. Prepares detailed specifications for the purchasing of material or major equipment; reviews comments, and pre-approves major equipment supplier data submitted prior to equipment order and manufacture.

Measures: Consistency of quality of materials and equipment purchased. Thoroughness and quality of work, speed of preparation, reliability and job knowledge.

6. Prepares and assists in the preparation of specific reports and studies for Council presentation and for other City-sponsored study groups.

Measures: Accurate reports are developed in a timely and thorough manner for use by Department, City Council or Commission.

7. Reviews plans and specifications submitted by private engineers for projects within public works or electric utility jurisdiction for compliance with City standards and other applicable standards and codes.

Measures: Assures compliance with all City, State, and Federal codes, rules and regulations. Thoroughness and timeliness of review, job knowledge.

8. Assigns routine investigation, design, drafting and surveying tasks to technical employees and reviews completed work.

Measures: Assures accurate project data to insure future change orders and possible litigation are minimized.

9. Coordinates departmental activities and interacts with other City departments and outside agencies.

Measures: Assures compliance, where possible, with all City rules and regulations, State and Federal project standards. Ability to keep activity on schedule where possible. Thoroughness of coordination effort, job knowledge.

10. Defines guidelines and standards for public or electric utility projects.

Measures: Develop electric utility, development services, or municipal services department standards where civil engineering input is necessary and desirable to assure adequate and cost effective standards. Quality and thoroughness of standards, timeliness of work effort, and job knowledge.

11. Verify, plot, logically file and/or record easements. Provide professional input relating to easement acquisition, legal description development and interpretation.

Measures: Accuracy, timeliness, job knowledge.

12. Handles in person and over the telephone inquiries from the public.

Measures: Deals with the public in a courteous and professional manner.

13. Supervises both professional and para-professional staff.

Measures: Assigned duties and responsibilities are performed in an accurate and timely fashion.

14. Performs related duties as assigned.

## QUALIFICATIONS:

### Knowledge of:

Principles and practices of engineering as applied to electric utility, development services, and municipal services projects; methods, materials and techniques used in the construction of electric utility, development services, and municipal services projects; city engineering policies and procedures; the application of civil engineering to designs relating to streets, storm drains, sewers, water and sewer line extensions, water and wastewater treatment plants, electrical substations, power plants and transmission lines, and buildings; applicable laws and regulatory codes relevant to design and construction of electric utility, development services, and municipal services projects; the application of computer programs to solve complex engineering problems; and effective supervisory practices.

### Ability to:

Interact effectively with the public and employees; perform complex civil engineering work involving responsibility for major electric utility, development services, and municipal services projects from design through completion; make complex engineering calculations utilizing both calculator and personal computer programs; assist in the preparation of engineering plans and studies; communicate clearly and concisely, orally and in writing; perform technical research and prepare detailed engineering studies and reports.

### Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's Degree in Civil Engineering from an accredited college, university, or equivalent.

### Experience:

Typical experience would include five years relevant experience.

Special Requirements:

Registration as a professional engineer by the State of California or in another state that has reciprocity, and must obtain California registration within one year of employment.

Possession of the appropriate valid California driver's license, or the ability to acquire one within ten days of appointment.

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