CITY OF FOLSOM

PRINICPAL CIVIL ENGINEER

DEFINITION

Under general direction, plan, coordinate, supervise, and participate in the performance of professional engineering activities of a complex nature involving engineering planning and design, construction project management of utilities, buildings and roads, and land development and plan check activities. Incumbents exercise direct and/or indirect supervision over lower level personnel. Incumbents may also serve as a functional lead for a section such as Transportation.

DISTINGUISHING CHARATERISTICS

Principal Civil Engineer is a management level class requiring a high degree of professional skill and knowledge in administering and evaluating complex engineering programs. The class of Principal Civil Engineer differs from the next lower class of Senior Civil Engineer, in that the Principal plans, organizes, coordinates, and directs the work of a major section involving several programs whereas the Senior is responsible for a handling complex engineering projects. The Principal has greater administrative responsibility in the area of long and short range planning and budget control and review. The scope of responsibility and discretion allowed is great. Decisions are subject to review only when general policy is involved.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Plans, organizes, directs, and coordinates the activities of the staff of an engineering section involved in such activities as engineering design, contract preparation and review, site suitability studies, and review of legal descriptions of real property.
- Participates in negotiations with consultants, grant agencies and regulatory bodies.
- Directs the preparation of section budget.
- Prepares or supervises the preparation of special studies and reports.
- Recommends City program objectives and resource allocations, including planning of capital construction programs.
- Interprets, implements, and enforces County, Division , and District policies.
- Provides difficult technical and administrative assistance to the Director of Public Works, Utilities Director, to other City Departments, and other agencies.
- Recommends changes in policy and procedures, and effects such changes.
- Review and participate in the preparation of environmental assessments.
- Assist Director and/or serve as staff to committees and commissions on engineering matters.

- Meet and confer with developers, contractors, engineers, and the general public regarding city policies, regulations, and procedures.
- Supervise, train, and evaluate personnel.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

All Options

- Principles and practices of civil engineering
- Methods and materials used in the design, construction, and inspection of varied civil engineering projects
- Budget preparation
- Principles and techniques of personnel management and supervision
- Laws and regulations pertaining to public works construction and design
- Civil engineering principles and practices applicable to construction, material testing administration, solid waste management
- Design of park facilities, parking lots and other miscellaneous civil engineering projects
- City surveyor and permit functions
- Legislation and Federal, State and local laws, ordinances, and regulations pertaining to programs under oversight
- Policies and procedures for coordinating these programs with other City Departments and other Agencies.

Transportation Option

- Engineering practices and principles applicable to the planning and design of highways, bridges and related facilities
- Traffic system management concepts
- State and Federal agency programs and legislation affecting the highway program and its funding
- Federal, State and local laws, ordinances, and regulations pertaining to the highway program
- Policies and procedures for coordinating highway and related projects with other agencies
- Civil engineering principles and practices applicable to streets and highways
- The principles and practices of traffic engineering and control

Utility Option

- Engineering practices and principals applicable to the regulatory compliance, planning, and design of water, sewer operations and infrastructure, and/or solid waste operations.
- State and Federal regulations applicable to water quality, wastewater and/or solid waste.
- Concepts related to water quality, wastewater and/or solid waste.
- Local laws, ordinances, and State and Federal agency programs and legislation effecting water quality, wastewater and/or solid waste.
- Policies and procedures for coordinating the planning and design of small and large infrastructure facilities.
- Policies and procedures for developing and implementing local, State and Federal regulatory compliance programs.
- Civil engineering principals and practices applicable to water quality, wastewater and/or solid waste.

Ability to:

- Plan, supervise, direct, and coordinate the work of a multiple disciplinary professional and technical staff
- Evaluate complex design and consulting work
- Direct the preparation of technical reports
- Direct the preparation of a complicated and comprehensive budget
- Analyze engineering and managerial problems and work out effective solutions
- Maintain effective working relationships with superiors, subordinates, consultants, and others
- Train and direct personnel
- Effectively present policy questions, alternatives and recommend solutions to department manager or elected officials Establish and maintain effective working relationships with those contacted in the course of work.
- Supervise, train, and evaluate assigned personnel.

Minimum Qualifications:

Education:
A bachelor's degree in civil engineering from an accredited college or university, Master's degree desirable.

Experience:
Seven (7) years of full-time, increasingly responsible professional civil engineering experience in the assigned discipline, including significant supervisory/management experience.

License, Certificate, Registration Requirements:

- Possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- Possession of a valid Certificate of Registration as a Civil Engineer in the State of California.

Physical Requirements:

Work is performed in a typical office setting. (1) Mobility: frequent use of a keyboard; frequent sitting, standing, and walking; occasional bending or squatting. (2) Lifting: occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motions; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person and on the telephone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and co-worker contact; occasionally working alone. (7) Environmental: frequent exposure to noise; occasionally work outside in the summer and winter; work occasionally on rough, uneven and slippery surfaces; occasionally work around machinery with moving parts or stationery equipment; occasionally work below ground and in confined spaces.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: