# CITY OF FOLSOM

## SENIOR CIVIL ENGINEER

**DEFINITION**

Under 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 may exercise direct and/or indirect supervision over lower level personnel.

**DISTINGUISHING CHARATERISTICS**

The Senior Civil Engineer is the lead in the series. Positions at this level are distinguished from those in the lower classification of Associate Civil Engineer by the independence with which they perform their duties of handling the most difficult and complex work and performing lead work.

**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.**

- Plan, assign, direct, and supervise work associated with design and construction of roads, building, utilities, and various public works construction projects.
- Develop plan, estimate, and work orders for the construction of public works projects.
- Inspect project sites to assist in determining solutions to difficult problems.
- Interpret specifications and city policy, apply relevant codes, ordinances, rules, and regulations.
- Conduct special technical studies and investigations.
- Review computations and specified materials for accuracy and conformance with regulations.
- Participate in the review of plans, specifications, and all private development proposals including subdivision and parcel maps, either recommending for or against approval.
- 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.
- Coordinate resolution of discrepancies and problem situations.
- Prepare reports and special studies related to submitted plans and documents; prepare correspondence regarding structural engineering and building code enforcement problems.
- Review and make recommendations on technical reports and studies.

- Assist in the preparation of the capital improvement plan and budget.
- Coordinate public works activities with other agencies, city departments, divisions, sections, and outside agencies.
- Assist in the budget preparation and administration.
- Supervise, train, and evaluate personnel.
- Perform related duties as assigned.

**Public Works/Traffic:**

- Review traffic collision reports and develop engineering solutions.
- Review development proposals and recommend traffic flow improvements.
- Prepare contract documents.
- Administer maintenance projects for traffic striping, traffic signals, and roadway improvements.
- Administer studies related to traffic operations, planning, and policy.
- Serve as DBA liaison officer.

**Public Works/Transportation:**

- Prepare/present funding request to regional planning agencies (STA, SACOG, City Council).
- Negotiate with other jurisdictions on funding availability and timelines.
- Serve as project manager for light rail projects; review transit proposal, and provide recommendations.
- Manage consultants.
- Review and approve invoices.
- Represent the City on the Technical Advisory Committee.
- Serve as city representative to the Sacramento Transportation Air Quality Collaborative.

**Utilities:**

- Oversee review of developer pre-designs, designs, and construction activities for the Utility Department.
- Prepare/present program, funding or project requests to State and regional agencies.
- Prepare various environmental reports including, but not limited to waste management, construction, water quality and conservation for regulating agencies.
- Provide engineering reviews and construction inspection for projects.
- Provide engineering analyses, program development, and implementation for various resource and environmental management plans.
- Assist in the preparation of funding plans and project budgets.
- Represent the City on the Utility Advisory Committee.

**Community Development:**

- Prepare conditions of approval for land development projects including subdivisions and parcel maps and development and conditional use permits.

- Conduct plan checks of final parcel maps for land development.
- Administer public financing for land development projects.
- Prepare reports for discretionary approval of land development projects.

**Plan Check:**

- Review and analyze submitted building plans, specifications, and engineering calculations to ensure compliance with structural design, fire prevention requirements, zoning, grading, soil reports, energy, and handicapped access and general conformity to governing building codes, state regulations, and local city ordinances.
- Research codes, regulations, technical manuals, testing agency approval listings, product literature, and construction bulletins to verify compliance construction materials and methods.
- Provide technical information and instruct architects, engineers, contractors, and owners regarding building requirements, application of codes, design requirements, regulations, and procedures.
- Recommend changes to obtain compliance with building, plumbing, mechanical, electrical, accessibility, energy codes, and regulations.
- Performs field inspections, which includes assisting and conferring with Building Inspectors, Contractors, and Consulting Engineers in the field where engineering problems are encountered and advise on engineering matters.

**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:**

- Principles and practices of structural engineering including the strengths, properties, and uses of materials in building construction.
- Pertinent codes, laws, and regulations governing building construction.
- Building construction practices and procedures.
- Soil conditions, types, and formations.
- Principles and practices of engineering as applied to assigned public works projects.
- Modern methods and techniques used in the design and construction of a wide variety of public works projects.
- Applicable laws and regulatory codes relevant to municipal public works design and construction as well as private land development projects.
- Principles of organization, administration, and personnel management.

**Ability to:**

- Read and interpret building plans, specifications, and codes.
- Analyze and correct building plans, engineering calculations, and specifications accurately and consistently.

- Interpret and apply applicable codes, ordinances, rules, and regulations related to development and construction.
- Interpret, review, and analyze development proposals, plans, and specifications.
- Make complex engineering computations.
- Check designs and supervise the construction of a variety of public works projects.
- Prepare specifications and write technical reports.
- Effectively communicate verbally and in writing.
- 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.

**Experience:**
Five (5) years of full-time, increasingly responsible professional civil engineering experience in the assigned discipline, including significant supervisory 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.
- For Plan Check positions, possession of, or ability to obtain and retain, a Plans Examiner Certificate as issued by the I.C.B.O. within one year of employment.

**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: