

City of Sebastopol Job Description

Job Title: Principal Civil Engineer
Division: Engineering
Department: Engineering
Location: Public Works
Shift: Day
Reports To: City Manager
Prepared By: Ana Kwong
Approved By: City Council
Approved Date: 10/6/2020
FLSA Status: Exempt

GENERAL POSITION SUMMARY

Under administrative direction, directs, manages, supervises, and coordinates the professional engineering activities and operations of the City's Engineering Division, reports to the City Manager or designated Department Head. Coordinates activities, projects, and plans closely with the Public Works Superintendent. Responsibilities include flood mitigation, stormwater permit compliance, Right-of-Way access, transportation and traffic assessments and projects, review of private development projects, oversight and management of land development and capital improvement projects, project and permit inspections, engineering support for City departments and projects, and a variety of other engineering-related services and activities. Position coordinates assigned activities with other divisions, departments, intergovernmental and regulatory agencies, and various public and private groups; may serve as the designated City Engineer; provides highly responsible and complex administrative support to the City Manager; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a management-level professional civil engineering classification requiring a high degree of professional skill and knowledge in administering and evaluating complex engineering programs, plans, studies, and related projects. This classification is distinguished from Senior Civil Engineer in that the Principal Civil Engineer plans, organizes, coordinates, and directs the work of an Engineering Division with a broad range of Engineering programs and plans, and oversight of staff and consultant-led projects. In contrast, the Senior Civil Engineer is responsible for organizing and overseeing the day-to-day activities and operations of a variety of engineering projects and studies, administering consultant and contractor contracts, and related permitting activities. The Principal Civil Engineer class typically has greater administrative responsibility for long and short-range planning and budget control and review. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. The performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This classification is subject to a probationary period of twelve (12) months.

SUPERVISION RECEIVED AND EXERCISED

The position receives administrative direction from the City Manager. May exercise general direction and supervision over consultants, para-professional, technical, and or administrative support staff.

TYPICAL DUTIES AND RESPONSIBILITIES include but are not limited to the following.

- Assume management responsibility for the Engineering Division's services and activities including flood mitigation, stormwater permit compliance, capital improvement projects, permits for work within the public right-of-way, private development project review, permit inspections, and the full range of other engineering related services and activities.
- Manage and participate in developing and implementing goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service, and staffing levels.
- Plan, direct, coordinate, and review the work plan for Engineering Division; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; identify and resolve problems.

- Participate in pre-construction meetings and review and evaluate the impact of proposed projects; attend progress meetings, and review work products.
- Negotiate contracts and task orders; review and approve progress payments and change orders.
- Serve as the City's Stormwater Program manager, including Storm Water Permit compliance and reporting; administration of consultant support contracts; researching federal, state, and local regulations and changes including those from the Environmental Protection Agency (EPA); development of and updates to mandated reports; and review of development projects for compliance with City requirements.
- Ensure effective and compliant reporting, permitting, and enforcement activities for all engineering, structural, and capital project related federal, state, and local requirements.
- Select, train, motivate, and evaluate Engineering Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Engineering Division's annual and Capital Improvement(CIP) budgets; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Provide responsible staff assistance to the City Manager, City Council, department heads, boards, commissions, and committees.
- Conduct a variety of organizational studies, investigations, and operational studies; assist with special projects as assigned; prepare complex and sensitive reports for state and federal regulatory agencies; recommend modifications to assigned programs, policies, and procedures as appropriate.
- Ensure the maintenance of detailed records and files related to division activities, findings, and results; ensures the timely and accurate preparation and filing of file deeds, maps, and legal descriptions.
- Prepare requests for proposals and contracts for consulting services; participate in and assure compliant performance of all aspects of a public bidding process, review plans of consulting engineers and private contractors; make technical engineering decisions and establish technical criteria and standards.
- Review and approve final recommendations and requirements for development projects; field check development projects in preliminary, plan check, and construction phases.
- Oversee and ensure conformance of all Division services and activities with appropriate federal, state, and local laws, codes, and regulations.
- Serve as the liaison for the Engineering Division with other divisions, departments, and outside agencies; respond to and resolve difficult and sensitive citizen inquiries and complaints; negotiate and resolve sensitive and controversial issues.
- Participate in meetings of the City Council, Planning Commission, regional committees, homeowners associations, and professional associations; prepare and present staff reports and other necessary correspondence including those to the City Council, Planning Commission, and public groups on engineering related projects and matters.
- Prepare and present concise and well-written staff reports and other necessary correspondence to the City Council, Design Review Board, Planning Commission, other commissions and committees, and public groups on engineering services related projects and matters.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in engineering.
- Respond and work to resolve internal and external customer complaints, questions, and concerns.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive civil engineering program.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a variety of municipal facilities.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and staff training in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.

- Principles and practices of environmental impact assessment and related regulatory processes.
- Contract management practices and management of vendor services in a public agency setting.
- Basic principles of grant administration and compliance.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching engineering issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to public works engineering.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English grammar, vocabulary, syntax, spelling, and punctuation at a level sufficient to perform the position's duties and communicate and write in a clear, concise, and understandable manner for staff, consultants, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and fire district staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical engineering programs independently and cooperatively manner.
- Plan, organize, assign, review, and evaluate staff's work and train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data effectively.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare useful technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations, and meetings with individuals.
- Establish, monitor, and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize various projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Communicate effectively in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those at work.

Language Skills:

- Ability to read, analyze, and interpret governmental regulations, scientific and technical journals, financial reports and legal documents.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to present information and respond to questions from internal and external customers.

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference, basic algebra, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, proportions, area, circumference, and volume to practical situations.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, draw valid, logical conclusions, and solve practical problems.
- Ability to interpret an extensive variety of technical instructions in mathematical, diagram, and schedule form and deal with several abstract and concrete variables.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related field and seven (7) years of increasingly responsible professional civil engineering experience. Previous administrative and supervisory experience is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Position may require possession of a valid California driver's license with a clean driving record to meet the standards of City liability insurance requirements.

Registration with the State of California as a Professional Civil Engineer is required.

Registration with the State of California as Land Surveyor is highly desirable if civil engineering license does not cover land surveying. Certification as a Project Management Professional (PMP) is desirable.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents must possess mobility to work in a standard office setting and use standard office equipment, including a computer; inspect development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; operate a motor vehicle, and visit various City and meeting sites; read printed materials and a computer screen; and communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas while conducting inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; lift, carry, push, and pull materials and objects weighing up to 25 pounds. Incumbents may be required to work extended hours, including evenings and weekends, and may be required to travel outside City boundaries to attend meetings. Mobility and balance to traverse riparian terrain may also be necessary as part of a site inspection and the ability to look up, down, back, and sideways to ascertain site hazards and changed conditions may also be required.

ENVIRONMENTAL ELEMENTS

Incumbents work mostly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and electrical hazards, uneven terrain, and hazardous physical substances and fumes; may interact with upset members of the public and private representatives in interpreting and enforcing departmental and City policies and procedures.