

SENIOR ENGINEER

DEFINITION

To plan, organize, direct and supervise professional engineering work related to the investigation, planning, design, construction, and maintenance/operation of a variety of public works facilities, systems, projects and/or private development projects and programs; and to perform a variety of complex and difficult engineering tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Senior Engineer class recognizes positions that perform advanced journey level duties, including first-line supervisory responsibilities over professional staff and are responsible for significant projects and/or program area(s) within a work unit or department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level engineering staff.

Exercises direct supervision over professional engineering staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for planning, design, construction, rehabilitation, operation/maintenance of a variety of public works and utilities projects and/or programs; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in a variety of public works and utility projects and/or programs.

Inspect and evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration, including the capital improvement budget; prepare cost estimates for budget recommendations; submit justifications for services, labor, materials and related resources for public works and utilities projects and/or programs; monitor and control expenditures.

Manage and/or participate in the preparation of complex engineering studies and reports related to public works, utilities, and capital improvement projects according to section assignment; oversee coordination of assigned section activities with other City departments, divisions, and sections, outside agencies, citizens, consultants, and developers.

Senior Engineer

- 2 -

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Initiate and conduct engineering planning studies to identify public works systems and facilities needs and associated standards for planning, design, construction, and maintenance/operation.

Initiate and conduct engineering design and manage construction of public works and utility facilities.

Supervise, review, and participate in preparation of environmental assessments and studies related to City and private projects; meet with developers to discuss proposed projects or to resolve design issues; review new development plans.

Research, recommend and/or select consultants and contractors for various projects; negotiate contracts and review work plans, monitor progress and authorize payments according to contract terms and conditions.

Participate as staff on special committees established to benefit or develop the city.

Prepare and present information to City Council and various commissions.

Answer questions and provide information to the public and city leaders; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of professional engineering as applied to a variety of public works, utilities, building/facilities construction, and/or private development projects.

Methods, materials and techniques used in planning, design, construction, and maintenance/operation, and rehabilitation of a variety of public works and utility facilities and systems.

Principles and practices of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Principles and practices of capital project management.

Principles of hydraulic engineering of open and closed systems.

Pertinent local, State and Federal laws, ordinances and rules.

Modern office procedures and computer equipment and software such as AutoCAD, GPS, GIS, ArcView, ArcInfo and software related to specific department operations.

Ability to:

Organize, implement and direct professional engineering work related to a variety of public works and utility operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent City and related public works engineering policies and procedures.

Assist in the development and monitoring of assigned project and/or program budgets and provide input to the overall capital improvement plan.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Senior Engineer

- 4 -

Two years of responsible professional engineering work similar to that of an Associate Engineer with the City of Roseville, including one year of lead or supervisory responsibility.

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in civil, environmental engineering, construction engineering technology or a closely related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a current certificate of registration as a Professional Civil Engineer in California, may be required by the position.

03-13-19	
06-15-11	
04-15-06	Senior Engineer
10-15-98	
06-27-95	
01-26-90	Associate Engineer
10-01-88	
07-01-79	
05-16-77	Associate Civil Engineer