

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

SENIOR CIVIL ENGINEER

DEFINITION

Under general direction, to supervise and review the work of the professional and technical staff of a section of the Engineering Division engaged in preparing and/or reviewing plans, specifications, designs, estimates, and inspections relating to capital improvement, construction, development, and maintenance projects; to coordinate the work of the section with that of the Engineering Division and the Public Works Department; and to perform complex engineering design, construction inspection, contract administration, and related work as assigned.

EXAMPLES OF DUTIES

Provide engineering consultation services to various field and office personnel; design and/or manage design and construction contracts on City's capital improvement projects; review architectural, development and/or engineering maps, plans, specifications, designs, and cost estimates, and provide recommendations on the feasibility of bidding and constructing various construction or maintenance projects prepared in-house or by consultants; administer contracts and inspect construction to insure technical and legal compliance; plan, organize, and coordinate assigned work with other City departments and outside agencies, consultants, and contractors; prepare or direct project-related studies, reports, and correspondence for City administrators, officials, and citizens; research and prepare Issue Statements on various policy questions; assist with preparation of annual division budget; review, revise and maintain the City's General Conditions, Standard Specifications and Drawings ("Standards"); research design and construction procedures and materials, and recommend improvements in Standards to the City Engineer; formally evaluate performance of assigned personnel.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of civil engineering design and construction; principles and techniques of management and supervision including planning, organizing, and developing goals and objectives; principles and practices of design administration including computer aided design (CAD); theories, techniques, materials and equipment used in construction and maintenance of municipal Public Works improvements; legal issues, including liability laws, relating to municipal construction and civil engineering.

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Ability to: Demonstrate skill and/or acquire current knowledge in organizing, managing, supervising and evaluating the work of professional and technical engineering personnel; employ City administrative, budgeting, purchasing, personnel management and other related processes and procedures to assist in managing the division; prepare or direct the preparation of complex plans, specifications, and legal contracts; conduct contract negotiations for City projects; demonstrate clear and effective oral communication; prepare clear and concise correspondence, reports and other written documents; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Possession of a Bachelor's degree in civil engineering or closely related field.

Experience: Five years of increasingly responsible experience in design and construction management of civil engineering projects, with at least two of the five years at a level equivalent to a City of Daly City Civil Engineering Associate.

License: California registration as a professional Civil Engineer and a valid Class C California Driver's License.

R: 02/2007