

CITY OF AGOURA HILLS

SENIOR CIVIL ENGINEER

DEFINITION

Under direction of the City Engineer, the Senior Civil Engineer performs complex professional civil engineering work related to capital improvement projects and land development; provides direct supervision to sub-professional engineering staff responsible for permit processing, street maintenance, NPDES compliance, public works contract administration and inspection, subdivision map/improvement plan processing; along with additional responsibilities as assigned.

CLASS CHARACTERISTICS

The Senior Civil Engineer classification is an upper level position in the professional engineering series. It is distinguished from the Assistant Engineer classification by its Professional Engineer license requirement, experience, supervision responsibilities and increased responsibility for highly complex engineering assignments.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Responsible for project management of complex capital improvement projects, including the selection and supervision of consultants and the preparation of plans, specifications and estimates, and coordination and documentation of City projects with other agencies such as Caltrans, Metro, utility companies, and other state and federal agencies.
2. Prepares conditions of approval for complex land development entitlement applications, including meeting with and resolving project issues with applicants. Represents the department for case responsibilities at Planning Commission meetings. Reviews and processes related private development subdivision maps, street improvement plans, hydrology studies, geotechnical studies, striping and signing plans, signal plans, sewer plans, and storm drain plans for accuracy, completeness, and conformity to standards and specifications.
3. Supervises, trains and evaluates inspection and sub-professional staff who prepare and review plans, specifications, estimates, reports and construction related to capital improvement projects and private development.
4. Conducts engineering planning studies to identify and recommend long-range capital improvement needs for public infrastructure, such as storm drains and sanitary sewers.

5. Provides oral and written reports and presentations to City Council and citizen groups. Provides technical support to local groups and assists the City Engineer with his/her duties as necessary.
6. Supervises the Public Works Inspector to provide effective construction inspection and maintenance programs for City beautification, tree trimming, parks maintenance and median island maintenance.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include graduation from a four-year college or university with major coursework in civil engineering and three years of professional civil engineering experience, at least two years of which have been at an Associate Engineer level.

Knowledge, Skills and Abilities

Knowledge of: theories, principles, practices and techniques of public works and municipal civil engineering, applicable local, state and federal law, codes and regulations governing the administration of public work activities and municipal engineering; principles and practices of public administration including budgeting, contracting and the maintenance of public records.

Ability to: prepare comprehensive reports, proposals and correspondence and present such and their recommendations clearly and logically in public meetings; understand, interpret, and explain local, state, and federal law and regulations governing engineering and public works activities; establish and maintain effective working relationships with representatives of other agencies, the public and City employees.

Ability to: plan, direct and integrate broad comprehensive engineering and public works activities; analyze complex engineering and maintenance issues and problems; evaluate alternative solutions and develop sound conclusions, recommendations and courses of action; present proposals and recommendations clearly and logically in public meetings; understand, interpret, and explain local, state, and federal laws and regulations governing engineering and public works activities; develop clear, concise and comprehensive technical reports, correspondence and other written materials; exercise sound, expert independent judgment within general policy guidelines; establish and maintain effective working relationships with the City Council, representatives of other agencies, the public and City employees.

License or Certificate

A valid registration as a Civil Engineer in the State of California is required at the time of appointment, as is a valid Class C California driver's license and satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to perform the essential functions of the class in a successful manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel objects or operate standard office equipment; reach with hands and arms. The employee is frequently required to stand and walk.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use mathematics and mathematical reasoning; perform highly detailed work within tight deadlines, on multiple concurrent tasks; interact with City staff and other organizations; and deal with customer relations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee generally works under typical office conditions. The noise level in the typical office work environment is usually quiet. However there is a requirement for field work where the environment is dependent upon site location, type of activity being performed, and weather conditions. The noise level in the field is frequently loud.