



Town of Moraga

Senior Civil Engineer

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established: New
Revised: February 26, 2020
Employee Group: Mid-Management/Professional
FLSA Status: Exempt

CLASSIFICATION DESCRIPTION

Purpose

Under minimum supervision, the position provides journey level engineering assistance to the Town by managing Town capital projects at all stages of planning, design, and construction; conducting the plan check process for all subdivision and private developments; providing transportation planning and traffic engineering; assisting in the development, coordination, and management of engineering programs; operations and maintenance programs and services and performs related duties as required.

Distinguishing Characteristics

This class is the journey level in the professional engineering series. Incumbents may provide lead direction for engineering activities and perform highly specialized and difficult engineering functions. The work may involve projects that require considerable technical knowledge and independent judgment. The Senior Civil Engineer class is distinguished from the Engineering Assistant and Associate by the greater complexity of assignments, independence and supervision of staff.

Equipment, Methods and Guidelines

Uses Federal, State, County and local laws, policies, procedures, practices, building codes and civil engineering standards, standard plans and specifications; computer software programs and their capabilities and limitations; programmable calculators, motor vehicle, and engineering and survey equipment. Uses knowledge of the management and supervision principles and practices; project management, scheduling, and budgeting; and surveying principles, equipment, and practices.

Working Conditions

Work is conducted primarily in an office setting, but includes trips to other agencies and offices, visits to proposed and actual construction sites, and visits to sites of right-of-way issues. Work involves attendance at meetings held during the regular workday and in the evenings and may include occasional weekend work.

Physical Demands

Attendance at evening meetings following a normal workday may require stamina, as well as heightened speech, hearing and vision. Site visits and office setting may involve stooping, crawling, climbing and balance.

Supervision Received and Exercised

Receives general direction from the Public Works Director/Town Engineer or their designee. Directs the work of consultant(s) related to assigned engineering projects and may perform direct supervision of subordinate professional and non-professional staff.

EXAMPLES OF DUTIES

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

1. Manages and supervises operational areas including: Design; Traffic; Construction; Public Infrastructure Operations and Maintenance (i.e., streets and roads, sidewalk, storm drain system, buildings and facilities, parks and grounds, town facilities); and Land Development.
2. Serves as a liaison to other departments. Specifically, works with the Parks and Recreations Director to maintain parks and manage facilities; works with the Planning Director to manage development projects; and works with other departments and outside agencies on a multitude of public works and engineering issues.
3. Assists with developing capital improvement program by determining short and long-range capital needs; outlining scope-of-work for studies, design, right-of-way acquisition, environmental, and construction phases; estimating project budgets for staff time, professional services, and construction; and projecting schedules to identify project milestones, meet grant funding deadlines, and balance staff workloads.
4. Attends community meetings to present Town projects or respond to questions regarding development applications.
5. Coordinates, supervises and performs responsible engineering design work in connection with municipal public work projects; prepares and supervises the design of engineering plans and specifications for the construction of streets, storm drains, parks, streetlights, signals, buildings, and other improvements; gathers data, makes calculations, and recommends alternatives.
6. Prepares bid advertisements for the construction of capital improvement projects; issues addendums to clarify plans and specifications; conducts pre-bid and site meetings with contractors; reviews and analyzes bid openings for lowest responsible and responsive bidder; and prepares staff reports for award of contracts.
7. Provides construction management of municipal public work projects; performs routine field inspections, surveys, and testing; informs management of work in progress, operating problems, and potential delays; resolves disputes between the Town and contractors; negotiates and recommends contract change orders and progress payments; and archives files, record drawings, and base maps at project closeout.
8. Oversees and administers various engineering permit processes; provides oversight of permit applications reviews, fee calculations, and inspections; updates master fee schedules; coordinates with outside utility agencies conducting work in the Town right-of-way; and manages compliance of public's maintenance responsibilities of sidewalk, curb, gutter, private storm drainage conveyance systems, and creeks.
9. Reviews various private land development applications as related to the right-of-way; provides assistance to the Planning department during the entitlement phase; serves as lead coordinator during the improvement plan and final map phase; reviews and comments on plans submitted by developers for compliance with established standards; and ensures public improvements are built per approved plans.
10. Performs traffic engineering and transportation planning for the planning, design, operation,

and maintenance of the Town's transportation system; ensures compliance with laws, rules, regulations, and ordinances.

11. Provides excellent customer service; confers and coordinates with those within or outside the Town staff and provides written and oral responses to a variety of inquiries and problems regarding municipal engineering policies, procedures, and standards.
12. Assigns and monitors work activities to ensure safe work practices, work quality, and accuracy; participates in the selection and training of engineering personnel; and assists with motivating, evaluating, and disciplining assigned personnel.
13. Assists with periodic non-routine assignments such as federal, state and local grant application, monitoring, and reimbursement processes; assessment district formation and reporting; special studies and master plans; prepares draft technical provisions of ordinances, resolutions, policies, and standards; and environmental monitoring and reporting mandates.
14. Develops Requests for Qualifications (RFQs) and Request for Proposals (RFPs); participates in the selection of consulting engineers and professional services; negotiates scope-of-work, fees, and schedules; administers and tracks related contracts; and reviews and approves contract work and invoice payments.
15. May represent the Engineering Division in the Town Engineer's absence; attends and makes presentations before the Town Council, Town Committees, and other public and private groups; and coordinates activities between divisions and departments.
16. Develops and prepares written reports and recommendations related to engineering, technical and public works matters; advises the Town Council, Planning Commission, and other committees on engineering related matters.
17. Participates in the development and administration of the annual budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.
18. Establishes contractual agreements in compliance with state and regional regulations, and local policies and procedures.
19. Manages compliance with CalOSHA standards for safe practices in the workplace.
20. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
21. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, appropriate service and staffing levels.
22. In coordination with supervisor: selects, trains, and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; investigates problems and recommends and implements disciplinary actions.

QUALIFICATIONS

Knowledge

- Principles and practices of civil engineering.
- Materials, methods, and techniques in the supervision, design, and construction of public works projects.
- Local, State, and Federal laws related to Public Works.
- Management of public works programs and projects including engineering, public works construction, maintenance and repair, and related services.
- Principles and practices of employee training, management and supervision.
- Principles of budget preparation and administration.
- Techniques for effectively representing the Town in contacts with the public, architects, engineers, developers, contractors, community groups, and representatives of various agencies.

Skills

- Effective oral and written communication skills.
- Listening, responding to appropriate input, and revising project designs to reflect concerns and suggestions from other Town staff, appointed officials, and community members.
- Monitor and management of engineering programs, activities, goals, and objectives.
- Establish and maintain effective working relationships with others.
- Analytical and problem-solving skills to create and implement solutions to complex engineering problems.
- Organizational and time-management skills and ability to determine priorities and manage multiple tasks, often with competing deadlines.
- Understand, interpret and apply complex guidelines.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Select, supervise, train, motivate and evaluate staff.
- Utilize computers, technology and various software applications, such as Microsoft Office Suite, Autocad, GIS, and StreetSaver.

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- Experience: Six (6) years of increasingly responsible professional engineering experience involving capital improvement projects, development services, and traffic engineering. Project management and municipal engineering desired.
- Education: Bachelor of Science Degree from an accredited college or university in Civil, Structural, or related engineering curriculum.

License or Certificate

Failure to possess or maintain the valid required registration and license shall result in discipline up to and including termination of employment. This classification requires the ability to travel independently within and outside of Town limits.

- Registration as a Civil Engineer issued by the California State Board of Registration for Civil Engineering.
- A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.