



Town of Moraga

Senior 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.

DEFINITION

Under minimum supervision, the position provides advance-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; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the advance-journey level in the professional engineering series. Incumbents may provide supervisory 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 Engineer class is distinguished by the greater complexity of assignments received and by the greater independence with which to perform.

SUPERVISION RECEIVED AND EXERCISED

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

ESSENTIAL FUNCTIONS (DUTIES)

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

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

- 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.
- Attends community meetings to present Town projects or respond to questions regarding development applications.
- 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.

- Monitors activities of the work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation and monitors assigned budget; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- 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.
- 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.
- 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.
- 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.
- 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; and may serve as the Engineering's Division alternate representative on the Traffic Safety Advisory Committee.
- 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.
- 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.
- 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.
- 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.
- 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.
- Conducts advanced and complex engineering and related studies; evaluates alternatives; makes recommendations.
- Prepares engineering documents, including agreements, maps, legal descriptions, resolutions, and ordinances.

- Responds to and resolves various and complex issues with residents, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs other duties as assigned.

QUALIFICATIONS

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:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in civil, structural engineering or a related engineering curriculum. A master's degree is desirable.

Experience:

- Five (5) years of increasingly responsible professional engineering experience involving capital improvement projects, development services, stormwater management, Clean Water Program compliance, and traffic engineering; or at least three (3) years of experience equivalent to an Associate Engineer with the Town of Moraga
- One (1) year of supervisory experience.
- Project management and municipal engineering are desired.

Licenses and Certifications:

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

Knowledge of:

- Administrative principles and practices, including goal setting, program development implementation, evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Complex civil 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.
- Principles and practices of managing large complex engineering projects in compliance with timeline and budget constraints.
- Methods, materials, and techniques used in the construction of public works projects.
- Contract management practices in a public agency setting.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and practices of project management.

- Principles of advanced mathematics and their application to engineering work.
- General principles of risk management related to engineering project design and construction.
- Record keeping principles and procedures.
- Recent and on-going developments, current literature, and sources of information related to the engineering, development, and construction fields.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Town and mandated safety rules, regulations, and protocols.
- Techniques for de-escalation and providing a high level of customer service by effectively assisting with the public, vendors, and Town staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, organize, oversee, and manage the staff and operations of the Engineering Division.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Provide administrative, management, and professional leadership for the Engineering Division.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Develop, analyze, review, and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Manage and monitor complex projects, on-time and within budget.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Prepare, negotiate, and manage contracts; monitor the work of contractors and consultants.
- Coordinate and manage multiple projects, often with competing deadlines.
- Establish and maintain a variety of filing, record keeping, and tracking systems; make and keep accurate construction project files and logs, including funding sources and budgeting.
- Respond to concerns or inquiries from community member(s), staff, and outside organizations.
- Perform accurate mathematical calculations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Town in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate effectively both orally and in writing using the English language.
- 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 contacted in the course of work.

OTHER REQUIREMENTS

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to 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 to conduct 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. Employees must be able to lift, carry, push, and pull materials and objects weighing up to 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various Town sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations.

MENTAL DEMANDS

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, officials and the public. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with challenging individuals while interpreting and enforcing policies and procedures.

Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, vermin, insects, and parasites, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

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 out-of-town travel.

Town employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the Town's needs and attend events/meetings, in addition to responding as a Disaster Services Emergency Worker.

****The employer will make reasonable accommodation in compliance with the Americans with Disabilities Act of 1990.***