



Senior Civil Engineer

Department/Division:	Public Works/Engineering
Reports To:	City Engineer
Provides Direction To:	Not Applicable
Bargaining Unit:	Manhattan Beach Mid-Managers Employee Association (MBMEA)
Exemption Status:	Exempt
Employment Status:	Classified
Date Prepared:	October 3, 2014
Date Revised:	June 28, 2017

GENERAL PURPOSE

Under general supervision, plans, coordinates, and participates in the completion of varied professional engineering projects within the Engineering Division; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

The duties listed below 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 this position.

1. Participates in the completion of assigned engineering, projects, programs, and activities; supervises or meets with staff to identify and resolve problems and monitor work flow.
2. Establishes timeline and task schedules and tracks project costs for conformance with budget.
3. Administers, prepares, and reviews engineering plans, specifications, construction estimates, and bidding documents for public works projects and reviews actual work for conformance with scope of work standards and specifications.
4. Prepares various staff reports and studies, budgets, environmental reports, requests for proposals, requests for qualifications, and progress reports.
5. Participates in the development and administration of budgeted project expenses; estimates staffing, equipment, materials, and processing expenses; monitors actual project expenses and proposed change orders.

ESSENTIAL FUNCTIONS (continued)

6. Participates in construction management, inspection, and field engineering work for Public Works projects.
7. Coordinates assigned services and activities with those of other divisions and outside agencies and organizations.
8. Coordinates and works with private sector developers, engineers, architects, contractors, and property owners to discuss projects under consideration or in progress, and to assist in compliance with City and State engineering standards.
9. Responds to and resolves difficult inquiries and complaints related to engineering projects and proposals.
10. Administers and negotiates private design contracts for capital improvement projects to ensure compliance with all contracts and City codes.
11. Seeks and applies funding for City engineering projects; administers highway and construction funding projects in collaboration with federal, State, and transportation agencies.
12. Acts as Project Manager with minimal supervision to manage capital improvement projects from initial concept to completion construction and closeout phase.
13. Presents projects and issues to City Council, Commissioners, and Public.

QUALIFICATIONS GUIDELINES

Knowledge of:

Operations, services, and activities of an engineering program; advanced principles and practices of civil engineering including the design, construction, and maintenance requirements of public works projects; construction materials and standards; project management and record keeping; applicable federal and State laws and regulatory codes relevant to public works procedural activities and civil engineering design and construction; contract administration practices.

Ability to:

Manage and coordinate the work of professional, technical, and consulting personnel; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; read and interpret engineering manuals, drawings, plans, specifications, layouts, and schematics; analyze and solve engineering design and construction problems; prepare engineering plans and specifications and administer contracts; negotiate with consultants and contractors; prepare clear and concise reports; operate computer hardware and use word processing and spreadsheet software

applications programs; communicate effectively, orally and in writing; establish and maintain effective and positive working relations with staff, management, contractors, consultants, and the general public.

Education/Training/Experience:

Bachelor's degree from an accredited four-year college or university with a major in civil engineering or a closely related field is required. Three (3) years of responsible professional experience in civil engineering or a related field is required. Public Sector experience is highly desirable.

Possession of a valid Certificate of Registration as a Professional Civil Engineer from the State of California.

Ability to attain a valid Class C California driver's license and have an acceptable driving record.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, controls and standard office equipment; and reach with hands and arms. The employee occasionally lifts and carries engineering drawings, plans, specifications, reports, contracts, correspondence, memorandum, and other documents. The employee is occasionally required to stoop, kneel, and crouch. The employee is frequently required to sit, stand, and walk. The employee walks to different areas at project construction sites and may lift and carry records, plans, and files weighing up to 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; work under deadlines with constant interruptions; and interact with City staff, developers, contractors, consultants, and the general

public in explaining and enforcing engineering and development standards and requirements, including potential conflict situations.

WORK ENVIRONMENT

The employee frequently works in an office environment with controlled temperature settings and occasionally in the field to review project design aspects and monitor construction progress.

The employee occasionally works outdoors in conducting site and construction inspections and is exposed to variable weather conditions, traffic, and dust, and loud construction noise.