



## Principal Civil Engineer

Department/Division:	Public Works/Engineering
Reports To:	City Engineer
Provides Direction To:	Senior Civil Engineers, Engineering Assistant
FLSA Exemption Status:	Exempt
Date Prepared:	February 21, 2012
City Council Resolution #:	

### GENERAL PURPOSE

Under general supervision, plans, organizes, and leads engineering projects, assignments, and contracts within the Engineering Division; coordinates, reviews, and monitors pre-construction, construction, and post-construction work; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

The Principal Civil Engineer is distinguished from the Senior Civil Engineer in that it provides lead direction to these employees and designs and administers larger and more complex engineering projects. The Principal Civil Engineer is differentiated from the City Engineer who has responsibility for division functions, and larger supervisory responsibility for staffing and budget for divisional land development, construction management, and capital improvement programs.

### 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. Plans, organizes, coordinates, and completes engineering design work for a range of projects, including research, engineering reports, and preparation of plans and specifications, and evaluation and selection of construction methods and materials.
2. Participates in the design and development of capital projects and Engineering Division goals with engineering management personnel; monitors operational performance in relation to plans, policies, specifications, contracts, and work standards.
3. Leads projects, sets timelines, coordinates work schedules, and assigns tasks to appropriate staff, private engineering consulting firms, and other contract personnel.

## **ESSENTIAL FUNCTIONS (continued)**

4. Administers contracts and construction, including adherence to schedules and administration of contract payments.
5. Conducts observation of construction at City capital projects to ensure conformance to plans, specifications, and construction and safety standards, and public noticing requirements.
6. Provides information to residents regarding capital projects and phase of development and requests information from contractors, design consultants, utility companies, surveyors, and other parties related to projects.
7. Manages the preparation of a variety of studies and reports relating to current and long-range City capital improvement needs and fixed assets.
8. Plans and manages a variety of capital improvement and maintenance projects, including the preparation of plans, specifications, designs; estimates, and work schedules; establishes conditions of approval; coordinates inspections and project monitoring programs.
9. Provides technical assistance to staff; reviews and evaluates plans for proposed assessment and maintenance districts and related bond and fee requirements; reviews subdivision and development proposals.
10. Manages and administers operations, activities and programs in compliance with accepted federal, State and municipal standards governing public works construction, public utilities construction, traffic engineering and engineering surveying; manages plan check tracking systems.
11. Reviews, analyzes, and recommends changes to the City construction policies and procedures; recommends and coordinates design changes, where appropriate.
12. Keeps informed and up to date on current construction design techniques, changes in codes and regulations, new construction materials and methods.
13. Performs analyses related to long-term capital projects.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

Civil engineering design, construction, and maintenance requirements for public works and private development projects; surveying, inspection, and construction practices; ordinances, codes, and regulations related to engineering projects; strength, and uses of construction materials; project management practices; budgeting practices; applicable federal and State laws and regulatory codes relevant to civil engineering design and construction; contract administration practices; leadership techniques; customer service practices.

### **Ability to:**

Manage and coordinate the work of professional, technical, and consulting personnel; interpret and apply the polices, procedures, laws, codes, and regulations pertaining to assigned programs and functions; read and interpret engineering manuals, drawings, specifications, layouts, blueprints, and schematics; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; prepare engineering plans and specifications and administer contracts; prepare clear and concise reports; operate computer hardware and use word processing, spreadsheet, and geo-based software applications programs; communicate effectively, orally and in writing; establish and maintain effective 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 and five years of progressively responsible professional experience in civil engineering or a related field.

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

Valid Class C California driver's license and acceptable driving record in compliance with the City's Vehicle Insurance Policy standards.

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 weighing up to 25 pounds. The employee is occasionally required to stoop, kneel, and crouch. The employee is frequently required to sit, stand, and walk and to observe construction sites.

The employee must be able 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 regularly works both in an office and field settings. Within the office, the employee works in controlled temperature settings.

During field observation, the employee is occasionally subject to variable weather conditions, traffic, dust, fumes, and loud construction noise.