



34009 ALVARADO-NILES ROAD
UNION CITY, CA 94587
(510) 471-3232

PRINCIPAL CIVIL ENGINEER

DEFINITION

Under administrative direction from the City Engineer, supervises the day to day responsibilities of the Engineering Division; performs professional civil engineering design work; handles work processes associated with functions assigned to the division; performs related duties as required.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

- Plans, organizes, directs, and coordinates the work of professional and technical engineering staff.
- Assists in preparation of budget requests for division and monitors expenditures; screens and selects staff, supervises, trains and prepares performance evaluations for professional and technical staff, and recommends salary increases.
- Reviews non-routine projects submitted to the division and determines processing requirements, schedules, order of priority, possible problem areas, and assigns necessary related tasks to staff members, noting any special treatment to be given.
- Periodically reviews progress of staff on assigned projects and checks completed work products including reports, engineering designs, and completeness of construction inspections for final approval by the City Engineer.
- Participates in the selection of consulting engineers, negotiates fees, drafts agreements, outlines project objectives and City requirements, provides project management such as administration of related contracts, and reviews and recommends approval of engineering designs.
- Conducts field inspections of projects in progress; negotiates and recommends approval of contract change orders which cannot be handled by subordinates; authorizes changes in planned construction when warranted by field conditions.
- Assists in preparation of operating budget for Engineering Division and participates in budget review conferences; assists in preparation of capital improvement budget for City's proposed construction programs.
- Reviews capital needs, arranges for cost estimates, and recommends priorities.

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EXAMPLE OF DUTIES (continued)

- Supervises the processing of encroachment into the public right of way and assists in the plans, development contracts and special agreements, and meets with developers, engineers, and representatives of public and private agencies to resolve problems.
- Under the direction of the City Engineer, administers all aspects of assessment district formation including coordination with involved parties, review of plans and specifications, and preparation of related reports.
- Conducts or directs special studies as required; oversees and participates in review of all private development proposals including subdivision maps; supervises the preparation, updating, and maintenance of city maps and records.
- Attends meetings and makes presentations and serves as support staff to City Council, City Planning Commission, and other public and private groups as required by the City of Union City Engineer.
- Act as the City Engineer in his absence.

MINIMUM QUALIFICATIONS

Sufficient education, training and/or work experience to demonstrate possession of the following knowledge, skills and abilities and for satisfactory job performance:

Example combinations include graduation from a four-year college with a bachelor's degree in civil engineering and substantial public works-related engineering experience which would include at least two years at a level equivalent to the City's Engineer III or an Associate Civil Engineer.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the engineering principles, program,s procedures, practices, forms, and techniques pertinent to functions of the Engineering Division. Considerable knowledge of the principles of supervision; materials, practices, and methods employed in the construction of streets, parks, and other public works, and the laws and regulations governing the formation of assessment districts and public works construction. Working knowledge of budgeting as practiced in public agencies. Skill in the application of engineering principles; preparation and presentation of clear and concise written and verbal reports and dealing effectively with engineers, developers, contractors, property owners and the general public.

OTHER REQUIREMENTS

Must possess a valid Class III California Driver's license and have a satisfactory driving record.

Registration as a Civil Engineer issued by the State of California Board of Registration for Civil Engineers.