

JOB TITLE

Principal Civil Engineer (MM)

JOB CODE

02129

DEPARTMENT

Public Works Agency

TITLE OF IMMEDIATE SUPERVISOR

Engineering Services Manager
(City Engineer)
or Water Resources Manager
(depending on assignment)

JOB SUMMARY

Under general direction, supervises the day-to-day operations of an assigned Section within the Public Works Agency, to ensure achievement of section and department goals.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Works as project manager with a Senior Civil Engineer and consultant(s) to periodically review project progress. Works collaboratively with several City departments to plan, gather input and exchange ideas during the project design phase; coordinates related interdepartmental projects. Conducts special studies and analyses on public works projects; prepares reports and recommendations. Performs divisional budget and Capital Improvement Project; develops and monitors project budgets; prepares project budget estimates for public works projects; determines availability of funding for various projects or services. Monitors the progress of ongoing capital improvement projects. Supervises and evaluates performance of subordinates; trains and mentors staff; makes personnel recommendations for the division. Supervises the preparation of plans, specifications, cost estimates, and other contract documents for all capital outlay and maintenance projects within the City; prepares requests for proposals and reviews bids submitted by outside consultants. Uses modern computer software applications to prepare reports, estimates, agreements, written requests to City Council with recommendations, technical analyses, Requests for Proposals, and other documents. Responds to requests from the public for information and advice, referring to contractors and consultants as needed. May fill in for the Engineering Services Manager during the latter's absence. Performs other functions as assigned. Depending on assignment, essential functions may also include but are not limited to:

Construction Engineering Section: supervises and reviews all construction contracting performed by the City; directs the inspection and survey of all capital construction contracts. Monitors and periodically prepares reports on all phases of capital construction contracts administered by the division. Controls quality and quantity of all materials used on capital construction contracts.

Water Resources Division: supervises the operation and maintenance of city water production facilities; fills in during the Water Resources Manager's absence; attends after-hours meetings.

Development Engineering Section: reviews all private development projects for compliance with Santa Ana Municipal Code and State Subdivision Map Act. Conditions all private development projects for public improvements.

DISTINGUISHING FEATURES OF THE CLASS

This is a middle-management classification in the Engineering series. The Principal Civil Engineer classification is distinguished from the lower-level classes of Senior Engineer, Senior Civil Engineer and Senior Traffic Engineer in that the latter classes have project lead/supervisory responsibilities for an engineering section, whereas the Principal Civil Engineer supervises and is responsible for an entire assigned section within the Public Works Agency.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a Bachelor's Degree in civil or structural engineering. Possession and retention of a valid certificate of registration as a Civil Engineer in the State of California. At least four years of professional civil/traffic/development/water engineering experience in the design of all types of public works projects, including two years of supervisory field experience in a large public agency; or any equivalent combination of training and experience which results in the following knowledge, skills, and abilities:

Knowledge of: the principles, practices and methods of civil engineering, particularly as they apply to project management, project design, strength of materials, materials testing, right-of-way acquisition, surveying and photogrammetry, hydraulics and hydrology, construction inspection, quantity and cost estimating, traffic engineering and contract administration; related laws and regulations such as the California Environmental Quality Act, the Federal Reallocation Act, the California Subdivision Map Act, Federal Clean Water Act, and the Uniform Building Code; knowledge of principles of permit fees and developer impact fees; principles and practices of supervision and leadership.

Skill in: the use of personal computers and current office software applications such as Microsoft Word, Excel and PowerPoint to produce status reports and presentations, and a networked (Windows NT) environment for facilities management applications.

Ability to: maintain project schedules and budgets on several projects concurrently; prepare bid packages, Requests for Proposals, accurate plans, specifications, cost estimates and engineering reports with recommendations; make accurate engineering computations and drawings; deliver effective oral presentations to legislative bodies; work cooperatively as a team member with coworkers and peers and other City agencies; communicate effectively, both orally and in writing, with coworkers, Council members, contractors and the general public; effectively supervise others in the implementation of complex engineering projects from conceptualization through design, construction and completion; budget and manage large public works projects; effectively supervise assigned staff. Ability to effectively interact with private engineers, developers, and other City agencies relating to private development.

SPECIAL MINIMUM REQUIREMENT

Must possess and retain valid California Class C driver's license and registration as Civil Engineer in state of California.

SPECIAL ADDITIONAL REQUIREMENTS

If assigned to Construction Engineering, must also have four years professional experience in civil engineering projects related to construction contract administration and inspection of capital projects such as streets, storm drains, wells, reservoirs, parks and public buildings. If assigned to Construction Engineering, must have a working knowledge of the Standard Specifications for Public Works Construction, the State of California Department of Transportation Standard Specifications, and the Public Works Construction Contract Code.

If assigned to Design Engineering, must also have a working knowledge of right-of-way acquisition and relocation process per Caltrans Project Manuals.

If assigned to the Water Resources Division, must also possess and retain a valid California State Department of Health Water Distribution Certificate (WDC) - Grade 5 and Water Treatment Certificate (WTC) – Grade 3 as a condition of employment.

If assigned to Development Engineering, must also have a working knowledge of State of California Subdivision Map Act.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS:

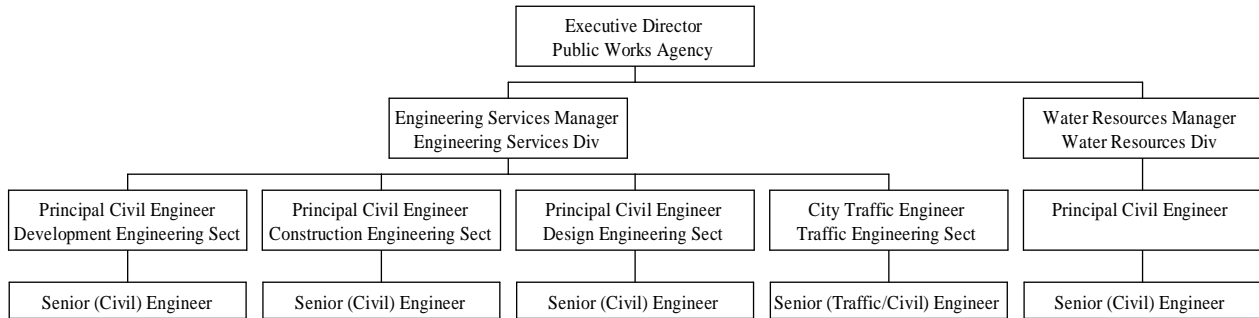
The successful performer has a thorough knowledge of the scope and purposes of State laws and City ordinances related to public works projects, and makes decisions in accordance with those laws and ordinances. This self-starter has the supervisory skills to organize and coordinate the activities of an assigned section. This team player deals tactfully yet assertively when representing the City's interests, and participates effectively in multiple agency responses to specific city problems. Must be flexible and creative, and have a high degree of personal and professional integrity.

NOTE:

This single middle-management (MM) classification of Principal Civil Engineer was formerly two separate MM classifications: Senior Civil Engineer (MM) and Construction Engineer (MM). The Senior Civil Engineer (MM) job spec was revised and approved in 5/94; the Construction Engineer (MM) job spec was revised and approved in 1/94.

The classification titles were changed effective 2/19/02 from Senior Civil Engineer (MM) and Construction Engineer (MM) to Principal Civil Engineer (MM); new job spec for Principal Civil Engineer (MM) was created in 5/02 to reflect title change.

ORGANIZATIONAL RELATIONSHIPS OF PRINCIPAL CIVIL ENGINEERS:



Class title change from Construction Engineer (MM) and Senior Civil Engineer (MM)
per Council Resolution No. 2002-011
effective 2-19-02

Class specification prepared and approved: 8/02
Revised: 02/05
ADA Approved: 8/02, 02/05; 05/05