

## **PRINCIPAL CIVIL ENGINEER**

### **Definition:**

Under administrative direction plans, organizes, supervises, coordinates and reviews the work of a major engineering section or function of the Public Works Department including long- and short-term capital project planning, environmental program planning and compliance, design, construction, permitting, right-of-way, and other programs; coordinates assigned activities with other City departments and outside agencies; provides highly complex and responsible support to the Public Works Director, an assigned Deputy Director of Public Works, and others in areas of expertise and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, manages and oversees the daily functions, operations, and activities of a major engineering unit in the Public Works Department, including public and private sub-division projects, the capital improvement program, grading field inspection work and/or environmental programs, planning and compliance.

Establishes schedules and methods for providing civil engineering services; identifies resource needs; reviews needs with appropriate management staff and allocates resources accordingly.

Determines the scope of planning and engineering projects and oversees the preparation of plans and specifications by City staff.

Leads in the development of the five year capital improvement program; assists in overseeing financial forecasting and analysis activities to ensure that plans will meet future City needs; directs and participates in the planning of assigned capital improvement projects.

Manages and participates in the development and implementation of goals, objectives, policies and priorities for the assigned division; makes recommendations for changes and improvements to existing standards, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures.

Oversees the development of consultant requests for proposals for professional and/or construction services and the design process; evaluates proposals and recommends project award; negotiates and administers contracts after award; ensures contractor compliance with City standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.

Conducts capital improvement program projects planning activities; provides oversight and input in to the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.

Oversees the review and approval of all grading plans and permits; all plans and specifications for capital improvement projects; all tract and parcel maps, lot line adjustments, and legal reviews; all controversial encroachment permits and other engineering and design documents.

Serves as project manager on the most complex projects and oversees staff assigned less complex projects.

Checks plans for complex construction projects to determine compliance with applicable codes; checks engineering methods used in project design and verifies accuracy of structural calculations.

Negotiates mitigation measures with developers and regulatory agencies.

Ensures that public improvements are constructed per applicable plans, specifications and standard; ensures compliance with pertinent federal, state and local codes, regulations and safety requirements.

Participates in the selection of engineering staff; plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for providing civil engineering services within the assigned section or division.

Reviews and approves construction materials and shop drawing submittals for public improvement projects; reviews and responds to request for information; reviews, analyzes and negotiates contract change orders; discusses and resolves construction-related issues; manages construction claims.

Participates in the development and administration of and oversees the division budget.

Attends meetings, makes presentations, and represents the City at meetings with citizens, City Council members, Commissioners, staff and representatives of other public or private agencies.

Responds to questions and inquiries from the public, other agencies, developers, contractors, engineering professionals, and City staff regarding engineering and development projects; investigates complaints and recommends corrective action as necessary to achieve resolution.

Develops and standardizes procedures and methods to improve the efficiency and effectiveness of engineering services, projects and activities; identifies opportunities for improvement and makes recommendations to the Deputy Director.

Prepares reports and studies on current and future planning and capital improvement projects.

Operates a personal computer and uses applicable software. Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

**Class Characteristics:**

Principal Civil Engineer is a multi-incumbent management and professional engineering class in the Public Works Department. Assignments are function/section oriented, broad in scope and require the use of substantial judgment and initiative. Principal Civil Engineer is differentiated from the lower level of Senior Civil Engineer by the Principal's broader scope of responsibility and the management of a division in the Public Works Department.

**Contacts and Relationships:**

A Principal Civil Engineer establishes and maintains contact with staff in the Public Works Department and in other City Departments. Additional contact will occur with members of various commissions, City Council, other governmental agencies, consultants, contractors, vendors and the public.

**Qualification Guidelines:**

The knowledge and abilities required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Modern and complex principles and practices of civil engineering and design principles.

Operations, services and activities of a civil engineering program.

Methods, materials and techniques used in the construction of public works projects.

Principles and practices of complex project management and administration.

Methods and techniques of complex contract negotiations and administration.

Advanced mathematics and their application to engineering work.

Municipal budget administration, capital improvement programs and revenue sources related to area assigned.

Effective supervisory and management techniques.

Laws, regulations, codes and ordinances applicable to area assigned including federal and state laws/requirements.

Recent developments, literature and sources of information regarding civil and structural engineering matters.

English usage, spelling, grammar and punctuation.

Computer applications as they relate to area assigned.

**AND**

**Ability to:**

Coordinate and direct civil engineering programs.

Supervise, organize and review the work of professional and technical staff.

Design, prepare and review engineering plans, specifications, studies and technical reports.

Conduct difficult and comprehensive engineering studies and prepare administrative and financial reports and recommendations.

Understand and interpret complex engineering construction plans, specifications and other contract documents.

Manage the selection, training, supervision and evaluation of assigned staff.

Produce accurate cost estimates related to assigned function/section.

Perform technical research and solve difficult engineering problems.

Ensure function/section compliance with applicable rules and regulations and prepare progress reports.

Interpret and apply pertinent laws, rules and regulations.

Resolve conflict situations in a fair and amicable manner.

Handle multiple deadlines and multiple projects

Communicate effectively orally and in writing.

Prepare clear and comprehensive reports and make effective presentations.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Establish and maintain effective relationships with those contacted in the course of work.

Interact effectively with others in the workplace.

Meet and serve the public with professionalism, courtesy and tact

Handle job stress and maintain composure in public settings.

Operate a personal computer and use applicable software programs.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

A bachelor's degree in civil engineering or a closely related field from an accredited college or university.

**AND**

**Experience:**

Six years of recent, continuous, progressively responsible professional engineering experience, including three years at the mid-management/supervisory level in a professional engineering organization comparable to Fullerton in terms of the scope of activity including municipal maintenance programs.

**Special Requirements Include:**

Valid and appropriate California Driver License and acceptable driving record at time of appointment and throughout employment in this position. Employees in this classification will be enrolled in the Department of Motor Vehicles Government Employer Pull Notice Program.

Registration as a Professional Civil Engineer in the State of California.

The City of Fullerton's Conflict of Interest Code requires that the Principal Civil Engineer file financial disclosure statements in accordance with state and local laws.

Must be able to work a flexible schedule to accommodate City needs including attending evening meetings.

California Government Code §3100 – 3109 requires that all public employees are to be declared disaster service workers and shall take and subscribe to the related oath or affirmation as required.

**Other:**

Possession of a valid Land Surveyor's License is preferred but not required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed indoors in an office environment and on-site in the field. When work is performed outdoors there is exposure to the elements. An incumbent uses a computer, keyboard and related equipment, drives a vehicle on City business, sits for extended periods of time, uses standard drafting tools, stands, walks, reaches, bends, twists, kneels, crouches and grasps, lifts and carries boxes of records weighing 30 pounds or less. In the field an incumbent may walk on slippery/uneven surfaces and slopes and be exposed to construction materials and dust. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt.

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