

City of Saratoga
Assistant/Associate/Senior Civil Engineer
Exempt

DEFINITION

Under general supervision or direction of the Public Works Director, performs a wide variety of professional engineering activities in connection with public works construction and maintenance projects and private land development within the Engineering Division of the Public Works Department.

DISTINGUISHING CHARACTERISTICS

Assistant Civil Engineer – This is the entry level of this classification series. Employees at this level perform more routine duties under general supervision, in accordance with established guidelines and procedures.

Associate Civil Engineer – This is the journey level of this multi-level classification. Employees at this level perform a full range of assigned duties, including complex and difficult assignments, under direction. Incumbents may advance to this level after gaining additional experience.

Senior Civil Engineer – This is the advanced journey level class within the professional Civil Engineer series. This class is distinguished from the Associate Civil Engineer by the assignment of the full range and more complex duties and project management of the most difficult projects. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Employees at this level are in mid-management and may also be assigned first-line supervisory responsibility over other professional or technical employees.

ESSENTIAL DUTIES

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Prepare designs, construction plans, specifications, and cost estimates for Capital Improvement and maintenance projects related to streets, storm drains, parks and city owned facilities.
- Prepare bid and contract documents and council reports; perform contract administration and construction management activities for assigned projects.
- Inspect assigned projects and coordinate efforts to ensure compliance with City standards and requirements.
- Process billings, change orders and prepare final reports for assigned projects.
- Review improvement plans, land development applications, grading plans, parcel and tract maps for compliance with city codes and requirements.

- Assist land developers to ensure compliance with Planning Commission resolutions for parcel and tract maps.
- Inspect land development projects.
- Prepare final land development application reports for the City Council.
- Oversee the activity of professional design and engineering consultants.
- Prepare various studies and reports.
- Assist in the development of the division budget and updating of the five year Capital Improvement Plan.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil and structural engineering.
- Contract bidding and administration procedures.
- Construction and project management principles and practices.
- Use and application of modern data and information systems and technologies.
- Laws, codes, rules and regulations governing public works projects, land use and development.
- Report presentation techniques.
- Recent developments and current literature regarding civil engineering, planning, roadway and public facilities design.
- The Senior Civil Engineer must have knowledge of: Principals and practices of training, supervision and management; principals and practices of public sector management including personnel and budget management and public relations.

Ability to:

- Effectively manage programs, projects, and activities.
- Direct the installation, operation, maintenance, and repair of public works facilities.
- Perform complex civil engineering studies, analysis, and design.
- Prepare and interpret plans, specification, estimates, and write technical reports.
- Prepare engineering computations and drawings.
- Administer and inspect public works projects.
- Interpret and apply codes, standards, and regulations.
- Prepare and analyze technical and general reports.
- Establish and maintain effective working relationships with City staff, developers, engineers, contractors, and the general public.
- Communicate clearly, concisely and persuasively, both orally and in writing.
- Utilize modern information and communication technologies.
- Prepare budgets.
- The Senior Civil Engineer must have the ability to coordinate and monitor the work of assigned staff.

Special Requirements – duties may involve the following physical skills and environmental exposure:

- The ability to work in standard office and field environments.
- The ability to work near chemicals.
- The ability to work near loud noises.
- The ability to do considerable walking.

EDUCATION, TRAINING AND EXPERIENCE

Experience:

Engineering experience must relate to civil engineering, drainage, transportation engineering, traffic engineering, or a related field.

Assistant Civil Engineer – One year of professional level engineering experience. Engineer in Training (EIT) Certificate.

Associate Civil Engineer – Three years of professional level engineering experience. Engineer in Training (EIT) Certificate.

Senior Civil Engineer – Five years of professional level engineering experience. Engineering experience at the supervisory or management level for at least one year is desirable. Registration as a Professional Civil Engineer in the State of California is required.

Education:

Bachelor's degree in Civil Engineering or closely related field.

An employee in this classification is expected to travel to various work locations in the performance of assigned duties. An individual appointed to a position in this classification will be required to demonstrate the ability to travel to various locations in a timely manner, either by possession of a valid California Driver's License or by alternate means.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation.

- The ability to work in standard office and field environments.
- The ability to work near chemicals.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;

- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment; and
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a general office environment, with frequent travel to a variety of field sites.

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

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