



CITY OF CITRUS HEIGHTS

PRINCIPAL CIVIL ENGINEER

DEFINITION

To plan, organize and direct the performance of professional engineering section activities of a complex nature involving engineering planning and design, construction project management of utilities, buildings and roads, traffic engineering, and land development and plan check activities within the General Services Department; to coordinate the section activities with other divisions and departments; and to provide highly responsible technical support to the City Engineer and/or General Services Director.

DISTINGUISHING CHARACTERISTICS

The Principal Level recognizes positions that provide full second-line, direct supervision to employees within a work section and/or assumes substantive and significant programmatic responsibility in a defined area or specialty. Principal Civil Engineer is a management level class requiring a high degree of professional skill and knowledge in administering and evaluating complex engineering programs. The class of Principal Civil Engineer differs from the next lower class of Senior Civil Engineer, in that the Principal plans, organizes, coordinates, and directs the work of a major section involving several programs whereas the Senior is responsible for handling complex engineering projects. The Principal has greater administrative responsibility in the area of long and short range planning and budget control and review. The scope of responsibility and discretion allowed is great. Decisions are subject to review only when general policy is involved.

SUPERVISION RECEIVED AND EXERCISED

- Receives general direction from the City Engineer and/or department director.
- Exercises direct supervision over assigned supervisory, professional, technical and clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Recommend and implement section goals and objectives; establish performance standards and methods for professional engineering work related to assigned section operations; develop and implement policies and procedures.
- Plan, develop and oversee the work of staff involved in activities related to assigned section operations, such as public works engineering, drainage, development, utility operations and maintenance, and related capital improvement projects.
- Evaluate operations and activities of assigned section; determine section priorities; develop short and long-range plans; implement improvements and modifications; prepare various reports on operations and activities.
- Direct and/or participate in the preparation of complex engineering studies and reports related to public works, utilities, and capital improvement projects according to section assignment; oversee coordination of assigned section activities with other city departments, divisions, and sections, outside agencies, citizens, consultants, and developers.

- Meet and confer with developers, contractors, engineers, and the general public regarding city policies, regulations, and procedures.
- Provide staff support to a variety of city boards, commissions, committees and industry specific boards, including making presentations and ascertaining direction, when appropriate, for implementation of approved recommendations.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; and submit justifications for staff, a variety of engineering, utility, and related capital improvement projects; monitor and control expenditures.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Review and prepare land development plans, construction documents, encroachment permit applications, Landscape Assessment District and transportation project designs as assigned; check plans for accuracy, suitability, and completeness and make recommendations for revision and improvement.
- Develop conditions for development projects and other applications; work collaboratively with planning and building functions; review work of subordinate engineers for completeness and accuracy; develop recommendations for consideration within the development review process.
- Manage the city's storm drainage program; oversee capital improvement projects related to enhancing drainage; coordinate and prepare the city for storm response; and, supervise technical and maintenance staff involved in the drainage area.
- Manage the city's traffic signal and street light operations; oversee capital improvement projects related to traffic systems; oversee related maintenance operations.
- Prepare, monitor, service and administer grants and other competitive regional special funding; secure funding; negotiate and oversee consulting and construction service contracts; and, conduct field inspections; ensure project related information is received by appropriate staff, public or agency in a timely manner.
- Resolve the most complex customer service issues related to engineering issues.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other city Employees, and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of professional engineering related to assigned function, which may include public works and utilities, traffic engineering, and associated capital improvement projects.
- Principles and practices of land use development, traffic and lighting design, pavement management, drainage, public infrastructure and construction inspection processes.
- Modern land development options; Subdivision Map Act, and the urban planning process related to land development

- Pertinent local, State, Federal rules, regulations, and laws, codes, ordinances, City functions, policies, rules and regulations.
- Principles and practices of safety management.
- Principles and practices of supervision, training and personnel management.
- Methods and techniques of mapping as related to engineering functions.
- Mathematic principles of algebra, geometry, calculus, and trigonometry as related to engineering functions.
- Modern office procedures and computer equipment and software such as AutoCAD, GPS, GIS, ArcView, ArcInfo and software related to specific department operations.
- Principles and practices of research analysis and management.
- Budgeting procedures and techniques.

Ability to:

- Organize, implement and direct section activities related to assigned function, which may include public works, utilities, traffic and associated capital improvement projects.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedure
- Interpret and explain pertinent section and department policies and procedures.
- Evaluate complex design and consulting work.
- Analyze engineering and managerial problems and work out effective solutions.
- Effectively present policy questions, alternatives and recommend solutions to department director or elected officials.
- Listen and hear from citizens from different backgrounds and perspectives regarding concerns, issues and needs. Explain complex engineering requirements and problem solve actively with customers. Communicate clearly and effectively to the public in small groups, workshops and formal meetings such as community, Commission, City Council or other public meetings/workshops.
- Think creatively and look at alternative solutions in order to find compromise solutions that may benefit the greater good. Clearly articulate options and solutions to management and policy makers.
- Project and analyze budget costs; research and write funding applications; understand and negotiate contracts; and manage project budgets during construction.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Make sound decisions regarding complex issues using judgment and analysis of multiple factors.
- Communicate clearly and concisely, both orally and in writing.
- Supervise, train and evaluate assigned staff.
- Attend public meetings in the evening to perform the requirements of the job.

- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Provide responsive customer service, meeting the needs in a timely, proactive, courteous, manner by delivering on promises and commitments beyond expectations
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer with proficiency and familiarity.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in professional civil engineering, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, traffic engineering, or a related field.

License or Certificate:

- Possession of, or ability to obtain, a California driver's license.
- Possession of a current certificate of registration as a Professional Civil and/or Traffic Engineer with the State of California.

PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

<i>File:</i>	<i>Principal Civil Engineer</i>
<i>FLSA:</i>	<i>Exempt</i>
<i>Created:</i>	<i>02/01/08</i>
<i>Revised:</i>	<i>03/04/10 – Updated EOE Language 10/15/10 – Corrected EEO Language 08/2019 – Revised formatting, inclusion of traffic engineering responsibilities</i>