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| Salary Schedule | MOU | Benefits |
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City of Alameda
Code No. 3175
Approved by C.S.B.
July 11, 2001

SUPERVISING CIVIL ENGINEER

DEFINITION

Under general direction supervises, manages and performs professional engineering work in connection with design and construction of public works projects, civil engineering, or designated specialized engineering functions/areas; performs other related work as required.

DISTINGUISHING FEATURES

Positions in this class are characterized by supervision of major engineering operations and programs. Work in the class is distinguished from that of lower classes by the level of supervisory, managerial and administrative responsibilities. Responsibilities may vary according to work assignments.

EXAMPLES OF DUTIES

1. Supervises and manages all engineering work in connection with municipal public works projects and programs or specialized public works engineering divisions/functions such as land and transportation development, capital improvement programs, environmental engineering, or traffic engineering.
2. Supervises and manages the design of engineering plans and specifications and cost estimates for the construction of public works projects, including review and approval of development plans and issuance of encroachment permits; negotiates and prepares change orders and extra work orders.
3. Prepares and administers project/program budgets and schedules.
4. Reviews and approves reports, plans and specifications; coordinates consultant selection.
5. Administers various public work engineering services and programs and other specialized engineering operations and activities.
6. Supervises the review of plans, computations and upgrades to City standard plans.
7. Directs and participates in grant application preparation and administration.
8. Coordinates engineering work with other divisions, departments, consultants, developers, property owners and outside agencies; develops and participates in public participation process.
9. Confers with and advises staff on administrative policies and procedures and technical problems, priorities, and methods; develops and implements engineering policies and procedures.
10. Supervises or provides liaison and staff support to City commissions, boards, and committees.
11. Prepares and may present various studies, analyses and reports.
12. Develops goals, objectives, procedures and standards; determines priorities, staff assignments and work methods.
13. May serve as Acting City Engineer as required.
14. Assists in departmental budget preparation and administration.
15. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in civil engineering.

Experience: Five years of professional engineering experience in civil engineering and/or a designated assigned professional specialization, such as traffic, transportation and/or environmental engineering, at least two years of which shall have involved managing and supervising professional engineering activities.

Knowledge

Knowledge of civil and designated specialized engineering principles and practices as applied to municipal engineering; materials and methods used in the design, construction and management of public works and capital improvement projects; land and engineering survey systems and methods; laws, rules, regulations, codes and ordinances applicable to municipal civil engineering and other designated specialized areas; safe work practices and procedures.

Ability

Ability to effectively manage municipal civil engineering work and designated specialized engineering work; prepare and administer project/program budgets and schedules; interpret and apply relevant state, federal and local laws and regulations; interpret and apply complex governmental regulations; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; draw valid conclusions and project consequences of decisions and recommendations; prepare complex technical studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; develop and administer assigned budgets; communicate effectively; establish and maintain effective working relationships with employees and the general public; supervise, train and evaluate assigned staff.

Other Requirements

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

Selected positions may require registration/certification as designated related to specialized functions/areas, such as environmental engineering or traffic engineering, or registration/certification may be desirable.

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

r: 6/15/01

JK/ps: Human Resources Department

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