CITY OF FONTANA
SENIOR CIVIL ENGINEER

DEFINITION: To plan, organize and supervise professional and technical engineering work within an assigned group; and to perform a variety of technical tasks relative to assigned area of responsibility. This position receives direction from the Principle Civil Engineer and/or City Engineer and exercises direct supervision over professional and technical staff.

EXAMPLES OF DUTIES: The Senior Civil Engineer has the responsibility of planning, coordinating, supervising and participating in the activities of a major section of the Engineering Division.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Assist in the development and implementation of goals, policies, procedures and priorities.
- Provide professional and technical engineering support services relative to assigned area of responsibility and represent the Engineering Division as necessary at public meetings.
- Oversee and participate in the review of all private development proposals including subdivision and parcel maps and related improvement plan; recommend for or against approval.
- Interpret and apply relevant codes, ordinances, resolutions, rules and regulations.
- Prepare and/or review improvement agreements, prepare requests for proposals and contracts for consulting services.
- Supervise the preparation, updating and maintenance of maps, plans and records.
- Prepare and oversee the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects.
- Check plans for accuracy, suitability, and completeness and make recommendations for revision and improvement.
- Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations and procedures; coordinate discrepancies and problem situations with outside parties.
- Administer and/or oversee the administration of contracts; review and approve all payments and billings for contracted services.

- Oversee and participate in the review of projects under construction in the field; coordinate the activities of the inspection unit; resolve complaints and problems in the field as necessary.
- Coordinate activities with other divisions and departments as appropriate.
- Serve on a variety of City and outside commissions, boards and committees as assigned.
- Conduct special engineering studies relative to assigned areas of responsibility; prepare appropriate reports and analyses.
- Supervise, train and evaluate assigned professional and technical staff.
- Interpret and apply applicable codes, ordinances, rules and regulations related to development and construction.
- Interpret, review and analyze development proposals, plans and specifications.
- Make complex engineering computations and check, design and supervise the contraction of a variety of public works projects.
- Perform professional and technical support services relative to assigned area of responsibility.
- Prepare specifications and write technical reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with developers, contractors, engineers, City staff and the general public.
- Supervise, train and evaluate assigned staff.
- Employee must perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTINS IS NOT EXHAUSTIVE, AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Principles and practices of engineering as applied to new development and municipal public works.
- Applicable laws and regulatory codes related to development, design and construction.
- Methods and techniques used in the design, construction and surveying of a variety of public works projects.
- Principles of organization, administration and personnel management.

Experience: Four years of increasingly responsible civil engineering experience, including significant supervisory and project management responsibility.

Education: Education equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering.

Licenses/Certifications: Possession of a valid Certificate of Registration as a professional civil engineer in the State of California or the ability to obtain within a six month period. Possession of, or the ability to obtain, an appropriate, valid California driver's license.