

**CITY OF FONTANA
PRINCIPAL CIVIL ENGINEER**

DEFINITION: Under direction from higher level management staff, plans, organizes and supervises professional and technical engineering operations within the assigned section; and performs a variety of technical tasks relative to assigned area of responsibility. Exercises direct supervision over professional and technical staff.

ESSENTIAL FUNCTION: The incumbent must have the ability to:

- Provide direct supervision to professional and technical engineering staff; participate in recommending the appointment or personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Participate in the development and implementation of goals, objectives, policies and priorities related to the Engineering or Plan Checking Division.
- Prepare or supervise preparation of programs to meet the future public works needs of the community.
- Determine scope of engineering projects; prepare requests for proposals and contracts for consulting services; review plans of consulting engineers and private contractors; make technical engineering decisions and establish technical criteria and standards.
- Negotiate right-of-way agreements, professional services agreements, and cooperative project agreements with other agencies; locate and obtain outside funding sources for public works projects.
- Represent the Department and give presentations at public meetings.
- Check complex building plans for compliance with applicable building codes; check engineering methods used in building design and verify accuracy of structural calculations.
- Assist in planning, organizing and evaluating the functions and activities of the Engineering Division including design, cooperative projects, plan review, and capital improvement projects.
- May assist the City Engineer in planning of work schedules and determining of project assignments; assist in prioritizing infrastructure improvement and maintenance needs of City facilities.
- Assist in resolving work problems and interpret administrative policies for subordinates, other departments, consultants, contractors and the public.
- Assist in coordinating activities with those of other departments and outside agencies and organizations.
- Provide information to the public; respond to and resolve citizen inquiries and complaints.
- Calculate the quantity, quality and cost of materials; prepare plans and specifications related to assigned project.
- Coordinate the construction inspection of projects; ensure conformance with contract plans, specifications and applicable codes; approve progress payments; approve change orders as needed.

- Respond to requests for environmental reviews; secure appropriate permits from regulatory agencies for assigned projects.
- Develop budgetary information for projects to be implemented by section and administer, coordinate and monitor budget for section after it has been adopted.
- Perform any tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS 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

A 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 civil and structural engineering.
- Pertinent Federal, State, and local laws, codes and regulations.
- Recent developments, current literature and sources of information regarding civil and structural engineering.
- Principles and practices of budget preparation and administration.
- Principles and practices of project management.
- Principles of supervision, training and performance evaluation.

Ability to:

- Manage large and complex engineering projects including supervision of professional, technical and consulting staff.
- Ensure project compliance with Federal, State and local rules, laws and regulations.
- Coordinate phases of major construction projects and prepare progress reports.
- Conduct comprehensive engineering studies and prepare reports with appropriate recommendations.
- Make engineering design computations and check, design, and prepare engineering plans.
- Perform technical research and solve difficult engineering problems.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare and maintain comprehensive records and prepare technical reports and recommendations.

- Prepare and administer a budget.
- Supervise, train and evaluate assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Experience: Five years of increasingly responsible professional civil or structural engineering experience including two years of lead supervisory and project management responsibility.

Education: A Bachelor's degree from an accredited college or university with major coursework in civil or structural engineering or related field.

Licenses/Certifications: Possession of, or ability to obtain, an appropriate, valid California driver's license. Possession of a Certificate of Registration as a Professional Civil Engineer in the State of California.