

CITY OF CAPITOLA

CIVIL ENGINEER/PROJECT MANAGER

DEFINITION:

Under general direction from the Public Works Director, performs difficult and responsible professional civil engineering work in the field and office; may act as resident engineer on construction projects; may supervise subordinate professional and sub-professional engineering personnel; and performs related duties as required.

ESSENTIAL DUTIES & RESPONSIBILITIES (May include, but are not limited to:)

Primary duties include overseeing the City's Capital Improvement Program and serving as a Qualified Storm Water Professional for the City.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Public Works Director.
- May exercise functional and technical supervision over assigned staff
- Bargaining Unit: Mid-Management
- FLSA: Exempt

DISTINGUISHING CHARACTERISTICS

Under general supervision from the Public Works Director, the Civil Engineer/Project Manager is a professional-level classification responsible for implementing the Capital Improvement Program and other Public Works projects. The position will manage and oversee projects from inception through completion.

Essential Duties:

- Supervise the design of such engineering structures as streets, parking lots, parks, storm drains, facilities, and appurtenant structures
- Prepare, coordinate, review and/or supervise the preparation of: plans, specifications and cost estimates for street, park, facility, storm drain and other improvement projects
- Prepare and coordinate reports, correspondence, plats, petitions, diagrams as needed for completion of projects
- Review development plans for storm water compliance with State and local regulations including BMP development and implementation, conduct construction site inspections, and program monitoring and reporting on behalf of the City
- Review rights-of-way maps and boundary descriptions
- Make computations requiring the use of advanced engineering mathematics; and traffic operations studies, surveys, and geotechnical investigations

- Manage and update City Pavement Management Program
- Inspect and manage construction projects to assure quality of construction and conformance with contract requirements including coordination of inspections, materials testing, traffic control, coordination with contractors and computing progress payments
- Supervises the checking of maps and improvement plans of subdivisions for compliance with local and state regulations
- Review environmental documents for engineering related issues
- Develop and maintain City Standards for construction in public right-of-way
- Participate in the negotiation and acquisition of rights-of-way and easements
- Assist in the preparation of the City capital improvement program document including developing project estimates, maps and priority lists
- Manage project budgets
- Reviews and supervises the formation and operation of assessment districts, open space districts, and development impact fee programs
- Attends and represents the City at meetings and serves on committees
- Serves as liaison with other public, state, and private agencies for the planning, preparation and completion of Public Works projects, grants and disaster relief funds;
- Represent the Public Work on the Project Review Committee to establish requirements regarding public infrastructure needed for private development and conformance with City standards
- Prepare and present recommendations concerning public works projects and related matters to pertinent individuals, committees, and organizations such as the Planning Commission and City Council
- Use computer equipment and civil engineering and CAD software in the review and preparation of plans
- Provide guidance and engineering support to Public Works field crews on city projects as needed.

MINIMUM QUALIFICATIONS

Abilities:

- Oversee, plan, organize, conduct, coordinate, and implement projects and programs.
- Learn more complex principles, practices, techniques, and regulations pertaining to assigned duties.
- Implement, explain, and apply applicable laws, codes, and regulations.

- Analyze and interpret large sets of laboratory, field, and/or statistical data.
- Perform mathematical calculations.
- Write and compile effective technical and administrative reports.
- Read, interpret, and record data accurately.
- Read and interpret maps, sketches, drawings, specifications and technical manuals.
- Adjust standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate.
- Participate in the establishment of section, division, and/or department goals, objectives and methods for evaluating achievement and performance levels.
- Assist with budget development and monitoring.
- Plan, organize, and direct work of assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Follow written and oral directions.
- Work independently, as well as in a team context.
- Observe safety principles and work in a safe manner.
- Establish and maintain effective working relationships with representatives of community organizations, private landowners, state, federal, and local agencies and associations, City staff, the public and other stakeholders.
- May safely and effectively operate the tools and equipment used in fieldwork, sampling and/or laboratory testing and analysis.
- May calibrate and maintain environmental sampling and monitoring equipment.
- May collect a variety of samples in the field.

OTHER REQUIREMENTS

Work occasional evenings and weekends, as assigned. Attend off-site meetings and training sessions.

REQUIRED EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from college or university with a major in Civil Engineering and three years' experience in civil engineering in the following areas: design, construction inspection, surveying, preliminary project planning, subdivision map/plan review, traffic operations and planning, or other phases of engineering related to public works in a municipality.

Must possess a valid certificate of registration as a Civil Engineer issued by the California Board of Registration for Civil and Professional Engineers, and a valid California motor vehicle "C" operator's license.

Must obtain Qualified Storm Water Practitioner (QSP) certificate within one year of date of appointment from the State Water Resources Control Board.

DESIRABLE QUALIFICATIONS

Experience working with Geographic Information Systems

Experience with Caltrans Local Assistance procedures and reporting

ENVIRONMENTAL AND WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires near, far and color vision when collecting and analyzing samples. The need to lift, carry, and push tools, equipment and supplies weighing 25 pounds is also required. Additionally, the incumbent may be exposed to biohazards and a variety of working conditions, including mechanical, electrical and water - related hazards, loud noises when collecting samples and performing field inspections and surveys. The incumbent may work in adverse weather conditions, including wet, heat and cold, when collecting samples or performing inspections. The incumbent may use cleaning and lubricating chemicals or work in an environment that may involve exposure to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders and steep slopes. The incumbent may be required to occasionally work evenings and weekends. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective 3/27/2017