

PRINCIPAL CIVIL ENGINEER

DEFINITION

To plan, organize and direct professional engineering activities of an assigned section which may include public works engineering, transportation, land development and/or capital improvement project activities; to coordinate section activities with other divisions or departments; and to provide highly responsible professional support to higher level management as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works and Transportation Director.

Exercises direct supervision over assigned professional and technical staff.

EXAMPLES OF ESSENTIAL 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 transportation, land development, or 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.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; and submit justifications for staff, a variety of engineering, transportation, and related capital improvement projects; monitor and control expenditures.

Direct and/or participate in the preparation of complex engineering studies and reports related to public works, transportation, land development, or capital improvement assignment; oversee coordination of assigned section activities with other City departments, divisions, and sections, outside agencies, citizens, consultants, and developers.

Perform project management by engaging with consultants, contractors and staff in relation to ongoing engineering projects.

Prepare and submit grant funding applications for transportation projects; manage grant funding obligations and requirements for transportation projects.

Provide staff support to a variety of City boards, commissions, committees and industry specific boards, including preparing reports, making presentations and ascertaining direction, when appropriate, for implementation of approved recommendations.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

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.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles and practices of professional engineering related to assigned function, which may include public works, transportation, land development, and/or capital improvement projects.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Principles, practices and terminology of professional civil engineering.

Land development, subdivision map act, entitlements processes.

Principles and practices of research analysis and management.

Advanced principles and practices of project management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and performance evaluation.

##### Ability to:

Organize, implement and direct section activities related to assigned function, which may include public works, transportation, land development, and/or 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 procedures.

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, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent section and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Perform advanced civil engineering work, including design and the completion of complex projects.

Operate and use modern office equipment including computers and applicable software.

Utilize appropriate safety procedures and practices for assigned duties.

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.

Supervise, train and evaluate assigned staff.

### 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:

Four years of responsible journey experience similar to Senior Civil Engineer with the City of Healdsburg.

Training:

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

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a valid Registration as a Professional Civil Engineer in the State of California.