

CITY OF MILLBRAE
CLASSIFICATION SPECIFICATION

SENIOR ENGINEER
May 2019

DEFINITION

Under general supervision, performs a wide variety of professional complex engineering work; conducts complicated engineering, planning, design, and investigation issues related to capital improvement and/or land development projects; provides project or program management related to department operations; oversees the work of staff on assigned projects; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Engineer is the advanced, lead-level engineer position that conducts, oversees, and coordinates a wide variety of professional engineering work. Incumbents may serve as City Engineer in the absence of the City Engineer as assigned.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from higher-level Public Works Department staff. Provides lead direction, work coordination, and training on assigned projects.

DUTIES AND RESPONSIBILITIES

The duties listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of the position.

- Plans, organizes, evaluates, and participates in the functions and activities of the Engineering Division including design, plan review, capital improvement projects, land development projects, private projects, and preparing applications for State and Federal grants;
- Serves as project manager on complex projects related to department operations, including defining project scope, selecting consultants, and negotiating contracts, amendments, and change orders;
- Supervises and participates in determining requirements for and in the development of designs, plans, specifications, and estimates for the construction of public works projects such as streets, sewers, sidewalks, lighting, storm drains, water utilities, irrigation systems, water reclamation, sidewalks, treatment plants, and public facilities;
- Reviews computations and specified materials for accuracy and compliance with regulations; makes recommendations on technical reports and studies; reviews construction plans prepared by private engineers;
- Administers, designs, reviews, and inspects all major private projects; ensures compliance with codes and local regulations;
- Participates in the preparation and administration of the division budget; submits budget recommendations; monitors expenditures and ensures cost effectiveness;
- Provides direct supervision to professional and technical engineering staff; provides or coordinates staff training; works with employees to correct deficiencies;
- Monitors and manages day-to-day operations including developing short- and long-range goals, objectives, policies, and priorities related to the Engineering Division; evaluates program or project service delivery; ensures procedures are being followed;
- Coordinates division activities with other divisions, departments, outside agencies, and organizations;
- Attends and represents the division on a variety of City commissions, committees, and other relevant

- meetings;
- Assumes the duties of the City Engineer in the absence of the City Engineer; and
- Performs related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of: Principles and practices of civil engineering as applicable to the department of Public Works; principles and practices of effective program management; engineering plans, development, design, and construction; Federal, State, and local laws, codes, and regulations used in the design and construction of public works, traffic, roads, and related engineering projects; computer engineering programs and applications; principles of supervision, performance evaluation, and training.

Ability to: Perform technical research, make complex engineering design computations, and provide recommendation; prepare plans and drawings neatly and accurately; understand and interpret engineering construction plans, specifications, and other contract documents; manage a variety of assignments of varying complexity and demands; analyze programs, identify solutions, project consequences of proposed actions, and implement recommendations in support of established goals; ensure project compliance with State, Federal, and local laws and regulations; communicate clearly and effectively, both orally and in writing; establish and maintain cooperative and effective working relationships with others.

EDUCATION AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

Education: Bachelor's degree in civil engineering or closely related field.

Experience: Five (5) years of increasingly responsible professional civil engineering experience; including at least two (2) years of lead or supervisory experience. Previous municipal experience managing multiple work programs is highly desirable.

Licenses: Registration as a Professional Engineer issued by the State of California. Must possess and maintain a valid Class C California Driver's License with a satisfactory driving record.

SPECIAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to sit, talk, and hear, both in person and by telephone; use hands to finger, handle, feel, or operate standard office equipment; and reach with hands and arms. The employee is frequently required to stand, walk, and perform duties in rough terrain and around construction excavations. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.