



JOB DESCRIPTION

Civil Engineer

Date Prepared: March 2014

Class Code: 7118

SUMMARY: Under general supervision, performs contract administration of public works projects including the technical review and approval of project plans, designs, and construction; evaluate public works project proposals and recommend award of contracts.

Distinguishing Characteristics: Employees of this class perform engineering duties of an advanced staff or design level entailing limited supervisory, or are involved in assisting a higher-level professional engineering supervisor in the conduct of major and comprehensive engineering functions. Responsible for independent engineering analysis and recommendations. Employees may direct the work of lower level staff performing engineering work.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Assists in supervising major engineering activities such as the engineering design of complete public work projects; the coordination of road construction; the development of project budgets and the conduct of long range planning studies.
- Performs inspections of construction projects; meets with contractors to resolve items of non-compliance; investigates complaints, conducts technical studies and prepares reports and recommendations related to civil engineering projects, including traffic, transportation, and capital improvement projects, and special studies.
- Reviews and approves proposed commercial and industrial developments by checking site plans and tentative and final subdivision maps for compliance with appropriate regulations; prepares conditions of approval.
- Assist and participates in writing legal descriptions and drawing maps for annexations, easements, leases, and property acquisitions by the City.
- Participates in the plan check, review, and processing of plans for private developments affecting City streets, sewers, drains, and other public works facilities and ensures that they meet all City requirements.
- May act in the absence of the Principle Engineer to assign work to engineering staff, schedules activities; check work in progress; train personnel; preparation and maintenance of records, reports, maps, plots deed monuments, and similar engineering information.
- Conducts special studies and prepares reports for presentation to City Council and various committees and commissions.
- Develops revised design and construction standards for public works and utility standards; prepares cost estimates, feasibility reports, and engineering calculations; recommends materials and equipment for a wide variety of public works uses.
- Coordinates and performs inspections on construction sites, engineering surveys and various public works projects.
- Assists agencies, engineering consultants, and individuals to resolve municipal engineering problems; responds to public inquiries and complaints.
- Assists in the review and approval of final subdivision maps and improvement plans.
- Researches publications and industry information sources.

- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Civil Engineering AND five years of experience in municipal engineering. Master's degree in public administration, engineering, business or related field desired.

Knowledge of:

- Advanced civil engineering methods and practices for project planning, designs, technical plans, specifications, estimates, and reports for civil engineering and infrastructure improvement projects.
- Budgeting, engineering economics, and principles of supervision and management.
- City policies and procedures.
- Customer service and public relations methods and practices.
- Methods and practices for the design and construction of streets, sewers, storm drains, water systems and related public works structures.
- Principles and practices of government project management and methods of evaluating construction contract compliance.
- Principles and practices of record keeping and records management.
- Principles and practices of right-of-way acquisition
- Sources of engineering information, property description preparation and public works specifications.
- State and federal codes and regulations governing civil engineering and public works projects.

Skill in:

- Collecting and analyzing data and information to draw logical conclusions and make effective recommendations.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining cooperative working relationships with co-workers, contractors, property owners, other City personnel, and the public.
- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Performing complex engineering computations to check, design, and supervise the preparation of engineering plans and studies.
- Administering contracts and managing construction projects.
- Operating a personal computer utilizing standard and specialized software.
- Reading, interpreting, and applying field notes to perform drafting assignments.
- Working effectively with others to develop solutions for problems.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License and registration as a Professional Civil Engineer is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and in internal and external environments and construction sites throughout the City with possibility of exposure to hazardous materials.