

CITY OF GLENDALE

TITLE:	Senior Civil Engineer	CLASS CODE:	753
REPORTS TO:	Various	GRADE:	33
DEPARTMENT:	Various	FLSA:	E
JOB SPECIFICATION DATE: July 3, 2007 cm			

JOB SUMMARY

Plans, designs and manages public works projects.

ESSENTIAL FUNCTIONS

1. Plans, designs, coordinates and manages public works projects including capital improvement projects.
2. Manages the work of outside consultants; develops schedules for bidding and construction; selects bidders.
3. Approves payment to outside consultants and contractors.
4. Signs and seals engineering plans, reports, specifications and contract documents.
5. Prepares, and reviews project schedules; investigates and resolves schedule on capital improvement projects.
6. Provides technical direction, project management, and assistance to developers, consultants, outside agencies and engineering staff regarding projects.
7. Provides lead expertise, technical direction and assistance to associate civil engineers, civil engineers and other technical staff.
8. Coordinates city projects with other cities and agencies.
9. Approves materials, methods, equipment, specifications, cost estimates and related documents.
10. Prepares and presents written and oral reports on public works projects for City management and the public.
11. Performs research, analyzes findings, and prepares recommendations for infrastructure planning needs.
12. Responds to and resolves citizen inquiries and complaints regarding engineering projects and infrastructure.
13. Assists in the development of the division budget and capital improvement budgets.
14. Represents the City on professional and technical committees.

SECONDARY FUNCTIONS

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

The theory, principles and practices of civil engineering
Project management and supervisory practices
Public works design, standards and construction and the methods, materials and techniques used in the construction of public works projects
City and state laws, ordinances and regulations governing municipal engineering
A city's public works infrastructure
Basic contract law, bond and insurance requirements

Ability to:

- Sign and seal engineering plans and documents
- Develop and monitor a project budget
- Make decisions regarding project priorities, costs, and alternatives
- Perform research, analyze findings, prepare and present reports to City management.
- Effectively communicate both orally and in writing
- Establish and maintain effective working relationships with City staff and the public
- Operate a computer and engineering applications

WORKING CONDITIONS

Office setting with occasional field inspections of projects.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Civil Engineering or related field and five years of increasingly responsible experience as a professional engineer.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Registration as a Professional Engineer in the State of Arizona
Valid Arizona Driver's License