

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR CIVIL ENGINEER

DEFINITION:

Under direction, to plan, direct, and coordinate, through subordinate supervisors, the work of a major engineering section; to be responsible for highly complex and sensitive engineering projects or functions; and to perform related work.

*** EXAMPLES OF DUTIES:**

As a second-level supervisor:

- Plans, directs and supervises the work of a major section of professional engineers in the development of feasibility studies, designs, specifications, and estimates for a wide variety of municipal or utility engineering projects;
- Through subordinate supervisors, coordinates the inspection of public works and utility projects for consistency to applicable engineering codes and principles;
- Coordinates work with other sections and divisions;
- Plans and directs a highly technical and specialized engineering function within a division.

As a project manager for a highly complex and sensitive engineering project:

- Plans and coordinates all aspects of project design, construction, and operation;
- Performs highly complex research or design;
- Acts as liaison and represents the City in meetings with citizen groups, architects, engineers, contractors, and governmental agencies;
- Supervises the preparation of and approves all project documents and processes, including contract bidding procedures and awards, plans and specifications, change orders, etc.;
- Estimates construction costs and time requirements;
- Monitors consultant contracts, evaluates contractor and consultant performance, negotiates scope of work, and ensures contract compliance;
- Prepares and signs various engineering reports;

Other duties:

- Reviews engineering plans and maps for subdivisions and other public improvement projects;
- Reviews conditions set by other entities to allow completion of projects;
- Interviews, selects, evaluates and assigns work to subordinate employees;
- Estimates budget and staffing needs for the assigned unit;
- Assists in developing Capital Improvement Project budgets.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Current registration as a professional Civil Engineer with the State of California; **AND** three years of professional civil engineering experience.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.