

PROJECT MANAGER/ SR. CIVIL ENGINEER

DEFINITION

Performs complex engineering work in the provision of office and engineering support and field engineering support for environmental, water, sewer, street, and other Public Works projects and programs ensuring technical competence and compliance with all current codes and criteria; and to perform related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community Services Director. May exercise general supervision over temporary or other staff as needed and assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Reviews private project development plans for compliance with codes, regulations and standards, adequacy of application for permits and compliance with approved plans.

Coordinates and/or undertakes the development or update of the City Transportation Improvement Program (TIP), Comprehensive Sewer Plan, Comprehensive Water Plan, the Capital Improvement Program, and other plans involving the municipal infrastructure.

Determines applicable codes, regulations, and requirements for assigned projects.

Coordinates and preparation of, or develops, engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

Provides project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.

Coordinates the preparation of, or develops reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.

Maintains the engineering library and infrastructure records.

Maintains and updates the City's subdivision and public works standards.

Assures as-built records of projects, and documents necessary changes for the operation and maintenance programs.

CITY OF OROVILLE

Responds to public or other inquiries relative to engineering policies and procedures on specific projects and the information. Evaluates issues and options regarding municipal public works and makes recommendations.

Reviews utility permits, street use permits, grading permits, encroachment permits, franchise utility permits, etc.

Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.

Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plots, etc. Prepares traffic, utility and other studies and reports.

Provides intersection signal and channelization design. Develops and maintains a Pavement Management System.

Interacts with the public providing public works information prior to application submittal.

Attends meetings representing public works as required by the Community Services Director.

Reviews land development applications. Sets public works conditions of approval in accordance with the Community Services Director, i.e. subdivision, parcel maps, boundary line modifications, Development Review Board, variances, zone changes, use permits, annexation, etc.

Prepares and reviews legal descriptions and plots for all City projects/annexations and/or check and approve maps for City, i.e. subdivision, parcel maps, boundary line modification, annexations, etc.

Reviews and checks improvement drawings with the approval of the Community Services Director.

Checks, approves, and signs all maps for the City, i.e. subdivision, parcel maps, boundary line modification, annexations, etc.

Provides detailed quality control for all infrastructure, i.e. grading, paving, water, sewer, storm drains, etc.

Performs and reviews engineering field survey work for public works projects utilizing survey equipment including, but not limited to, theodolite, transit, rods, tapes, chains, electronic distance measurement devices, etc.

PERIPHERAL DUTIES

Coordinates American with Disabilities Act (ADA) compliance, sidewalk safety inspection, maintenance and enforcement programs.

Monitors inter-governmental actions affecting public works.

Assists in the training of other city personnel in public works design and construction techniques.

MINIMUM QUALIFICATIONS

Knowledge of:

Thorough knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.

Thorough knowledge of applicable City policies, Federal/State/Local laws, and regulations affecting division activities.

Thorough knowledge of complex project cost estimations and tools and equipment needed for the project.

Skills/Ability to:

Ability to conduct necessary engineering research and compile comprehensive reports.

Ability to participate on a team that focuses on producing high quality results.

Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.

Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.

Experience:

Four years of professional civil engineering experience, including at least two years of experience with a municipality, county government, special district or comparable public agency.

Education:

Bachelor's degree from an accredited college or university with a major coursework in civil engineering or closely related field.

Additional Requirements:

Possession of a valid California Class "C" driver's license.

Registration as a Professional Civil Engineer by the State of California.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Must be physically capable of moving about on a construction work sites and under adverse field conditions. Incumbent drives on surface streets and may be exposed to traffic and construction hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, toxic or caustic chemicals, vibration. Worker frequently works past normal office hours for meetings and other events or may work nights, weekends, and or holidays when required.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work primarily in an office environment; some outdoor work is required in the inspection of various land use developments, construction sites and public works facilities. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 25 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

