



JOB TITLE:	DIRECTING CIVIL ENGINEER	DIVISION:	DISTRICT – ENGINEERING
REPORTS TO:	DEPUTY DISTRICT ENGINEER	EEO CATEGORY:	01 - EXECUTIVE
FLSA:	EXEMPT	SAFETY-SENSITIVE:	YES (Public Safety)
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction, plans, organizes and directs the activities of one of the Engineering Department Sections engaged in design or construction of capital improvement projects or inspection and condition assessment of District facilities providing engineering support to the Bridge maintenance. Supervises a group of professional and sub-professional staff engineers, technicians engaged in a wide variety of engineering projects, including environmental and regulatory studies and permit approvals; preparation of construction bidding documents and construction contract administration; the review of complex engineering plans, specifications, and technical papers. Directs and evaluates work of consultants. Performs related duties as required. This classification supervises professional engineering and technical staff, interprets and executes engineering policies and procedures relating to a wide range of engineering plans, construction and maintenance projects; coordinates these activities with agencies, contractors, and other groups; and supervises the preparation and review of a wide variety of engineering data and reports. Responsibilities include regular contact with contractors, consultants and others to exchange engineering information and to explain District policy.

Essential Responsibilities

- Supervises staff consisting of professional engineers and technicians
- Trains, develops, and evaluates engineers and technicians
- Directs construction inspection work, the design and preparation of engineering drawings, specifications and estimates in connection with the construction of a wide variety of civil engineering projects, including capital improvement and maintenance projects
- Reviews plans, designs, and other engineering data for conformance with approved procedures and policies and State and Federal regulations
- Makes field trips and inspections to resolve serious differences of opinion between staff engineers and contractors' representatives, particularly as they relate to design matters and construction contract provisions
- Conducts and attends conferences and meetings concerning planning and designing construction projects
- Prepares and supervises the preparation of a variety of engineering data and reports in connection with planning and development of construction projects



- Confers with outside agencies, consultants, contractors and the involved community concerning engineering activities and projects
- Sets design and performance criteria for work, which includes analyzing a variety of complex features such as conflicting design and unsuitability of standard materials; devises new approaches to problems encountered
- Ensures that those safety program activities applicable to his or her Section are effectively implemented and carried out. This includes ensuring that all employees in the Section follow established safe work practices and obey all safety rules
- Regular and reliable performance and attendance are required

Required Knowledge, Skills and Abilities

Working Knowledge of:

- Modern civil engineering methods and techniques and the physical properties and uses of construction materials
- Engineering features of design and construction projects
- Transportation engineering and systems planning
- Transportation economics and finances
- Factors which influence the impact of transportation facilities on the environment, the community and the economy
- Principles and techniques of administration, personnel management and supervision

Ability to:

- Originate, prepare and check designs, details, estimates, plans, specifications and contract documents
- Meet and consult with professional engineering personnel and public, private and community officials on engineering problems
- Plan and direct the work of others, judge work quality and performance
- Dictate technical correspondence and prepare complete and comprehensive reports
- Prepare articles for publications; address audiences effectively
- Analyze situations accurately and adopt an effective course of action
- Establish and maintain effective and productive working relationships with District staff at all levels



Minimum Qualifications

Education and Experience Equivalent to:

- Bachelor's degree in Civil Engineering or closely related field
- Registration as a Civil Engineer in the State of California. Must have a PE license as a Civil Engineer for at least 8 years.
- A minimum of eight (8) years' responsible position-related experience in bridge design and construction, including extensive experience of progressively greater responsibilities in bridge, building and road design and construction, including development of design plans and calculations, estimating, specification preparation, contract preparation, administration of major construction projects and complex construction claims
- Supervisory experience desirable. Experience as a lead engineer may be considered in lieu of supervisory experience.

Physical Requirements:

Must inspect construction work on the Golden Gate Bridge, other structures and buildings, climb scaffolds, catwalks and ladders. Work from heights. Work outside in all weather conditions. Work over water. Carry harness and test or inspection equipment. Occasionally enter into trenches and other excavations. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.

This position may have a potential for or actual exposure to lead. Pursuant to OSHA regulations, District employees are not exposed to lead at concentrations greater than 10 micrograms per cubic meter ($\mu\text{g}/\text{m}^3$) of air averaged over an 8-hour period.