



JOB TITLE:	SENIOR CIVIL ENGINEER	DIVISION:	DISTRICT – ENGINEERING
REPORTS TO:	SUPERVISING CIVIL ENGINEER	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES
CLASSIFICATION:	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, performs responsible professional level engineering and administrative work in connection with a wide variety of engineering projects. May direct professional and paraprofessional engineering personnel engaged in the planning, design and construction phases of engineering projects. Responsibilities include: developing, coordinating and executing engineering methods and policies affecting a wide range of engineering activities; regular contact with professional engineering consultants, governmental agencies, involved communities and contractors in connection with complex and difficult engineering matters; overall supervision and review of detailed and complex engineering calculations, plans, specifications and technical papers; and performs related duties as required.

### Essential Responsibilities

- Prepares reports, calculations, design plans, specifications, schedules, cost estimates and other materials related to the planning, design and construction phases of engineering projects and refers them to their supervisor for final approval
- Prepares and refers to the District Engineer or designee, contract documents and agreements for the planning, design and construction phases of engineering projects with professional engineering consultants, contractors, utilities and governmental agencies
- Confers with other departments and agencies relative to engineering projects and work programs to ensure proper coordination of all related activities and responsibilities
- Makes field trips and inspections to resolve serious differences of opinion between engineers and contractors' representatives as they relate to design matters
- Conducts and attends conferences and meetings in connection with planning and design of improvement and construction projects
- Prepares and supervises the preparation of a variety of engineering calculations, data and reports in connection with planning, development, and construction of projects
- Makes oral presentations



- Meets and consults with professional engineering personnel and public, private and community officials on engineering problems
- Plans and directs the work of others, judge work quality and performance
- Prepares technical correspondence and complete comprehensive reports
- Prepares articles for publication and address audiences effectively
- Analyzes situations accurately and adopt an effective course of action
- Knows and follows the safety and health rules and safe working practices applicable to his or her job
- Ensures that employees under his or her supervision follow established safe work practices and obey all safety rules
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

## Required Knowledge, Skills and Abilities

### Working knowledge of:

- Modern engineering methods and techniques and the strengths and uses of construction materials
- Engineering features of design and construction problems
- Various phases of 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
- Occupational health and safety rules and working practices applicable to this position

### Skill in Ability to:

- Use computers proficiency with spreadsheets
- Originate, prepare and check: calculations, designs, details, cost 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
- Prepare technical correspondence and complete comprehensive reports
- Prepare articles for publication and address audiences effectively
- Analyze situations accurately and adopt an effective course of action
- Follow the safety and health rules and safe working practices applicable to the job



## Minimum Qualifications

### Education and/or Experience:

- Bachelor's degree in Civil Engineering or closely related field
- Five years' progressively responsible experience in design, estimating, specification preparation, contract preparation, related phases of engineering and inspection of construction projects, including one year supervisory experience.

### Required Licenses and/or Certification:

- Registration (P.E. license) as a Civil Engineer in the state of California.
- Must possess and maintain a current and satisfactory driving record. No reckless driving and DUI within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis (Drives District vehicles on a regular basis).

### Physical Requirements:

Must inspect construction work on the Golden Gate Bridge, other structures and buildings, climb scaffolds, catwalks and ladders. Carry test, inspection and survey equipment that may weigh up to 50 pounds. Occasionally crawl through pipes, trenches and other excavations. Work from heights. Work outside in all weather conditions. Work on and over water. 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.