



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

*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, directs the activities of a group of professional and sub-professional staff engineers, technicians and engineering consultants 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. 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

- Directs construction contract administration
- Supervises staff consisting of professional engineers and technicians
- Trains, develops, and evaluates engineers and technicians
- Reviews and comments on engineering drawings, specifications and estimates in connection with the construction and the maintenance of a wide variety of civil engineering 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
- 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 department are effectively implemented and carried out. This includes ensuring that all employees in the department 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
- Construction law
- OSHA safety requirements
- Construction permitting laws and regulations
- 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 and supervise actions relative to administration of construction contracts (e.g., schedule analyses, cost estimates, contract change orders, claim review and analyses), 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.
- A minimum of ten (10) years' responsible position-related experience in bridge design and/or construction, including extensive experience of progressively greater responsibilities in structural design and/or construction of bridges, estimating, specification preparation, contract preparation, administration of major construction projects, complex construction claims
- A minimum of five (5) years' of responsible supervisory and administrative experience

### Required Licenses:

- Registration as a Civil Engineer in the State of California
- Must possess and maintain a current, valid California driver's license and satisfactory driving record. No reckless driving and DUI infractions within the last 7 years. No more than 2 moving violations within the last 3 years. May operate District vehicles.

### Physical Requirements:

Must inspect construction work on the Golden Gate Bridge, other structures and buildings, climb scaffolds, catwalks and ladders. Lift up to 50 pounds. Occasionally crawl through structural spaces, pipes, trenches and other excavations.