



CITY OF ALBANY SENIOR ENGINEER

Under general direction, performs, plans, manages, and oversees professional engineering work related to the planning, design, construction, renovation, and maintenance of City projects and programs in the areas of development, traffic operations and safety, capital improvement, wastewater, storm water, pavement, and building structural plan checking; manages complex engineering projects and programs; provides professional assistance and technical advice to City officials; coordinates projects with contractors, other departments, and other agencies; administers professional services and construction contracts; evaluates requests for changes or additional work; directs the work of subordinate professional staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/City Engineer. Exercises direct supervision over lower level engineers and Project Manager and direct or indirect supervision over management, professional, technical, operational, maintenance, contract professionals, technical consultants, and office support staff.

Class Characteristics

This is the first level supervisory class within the professional Engineer series. Positions in this class are responsible for the successful completion of assigned projects within the parameters of designated budget constraints, established timelines, allotted resources, and operational objectives and for providing true leadership to successfully maximize operational and administrative effectiveness, resource efficiency, and positive community relations. This position requires a high level of initiative, sound judgment, excellent communication, and strong management skills, an extensive professional background, and skills in coordinating work with other City departments, contractors, regulatory bodies, and other public agencies. This class is distinguished from the next lower level of Associate Civil Engineer in that the Senior Engineer handles the most complex and sensitive work, managing ongoing projects and has full supervisory authority over lower level engineers and Project Managers. The Senior Engineer may serve as the Acting City Engineer during the City Engineer's absence.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in developing and implementing Engineering division goals, objectives, policies, procedures, and priorities; conducts advanced and complex engineering and related studies.
- Manages engineering activities and programs; reviews and evaluates work methods and procedures; assesses and monitors workloads, schedules, and support systems; assigns projects and programmatic areas of responsibility; directs and implements changes as necessary.
- Works with architects, engineers, and contractors concerning technical interpretations and applications of ordinances, laws, engineering codes, compliance and violation issues, drainage and traffic matters, access, legal descriptions, and policy matters; prepares or amends the City Code and standards for streets, drainage, subdivisions regulations, and flood hazards; negotiates with developers and consultants concerning clarification and implementation of development code requirements and map conditions.
- Manages the overall timetable and internal processes necessary to carry out the adopted Capital Improvement Program (CIP), and any projects initiated subsequent to adoption of the CIP; prepares

and directs the preparation of designs, specifications, plans, estimates, and reports for capital improvement projects and the development and modification of City infrastructure; manages or assists in the bidding and contract award process for capital project work; evaluates capital improvement project plans and programs, and makes recommendations for areas of improvement; performs engineered designs, as necessary.

- Selects, trains, supervises, motivates, and evaluates assigned personnel; monitors work activities to ensure compliance with established policies and procedures; sets performance standards and evaluates performance; provides and coordinates staff training; works with employees to correct deficiencies and implements corrective actions or discipline if necessary; coordinates and manages contractors in providing contract services.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, City officials, and the general public regarding conformance to standards, plans, specifications, and codes; answers questions, provides information, and shares technical expertise; investigates and takes appropriate action concerning problems affecting residents, property owners, business owners, contractors, and City operations; investigates and responds to formal claims.
- Participates in the development and administration of the department budget and the City's Capital Improvement Program; approves the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and tracks expenditures; reviews invoices and approves them for payment; implements budgetary adjustments as appropriate and necessary.
- Keeps current on Federal, State, regional, and local laws and regulations affecting public works engineering matters, and initiates action required to bring the City into – and maintain compliance with – regulatory policies and procedures.
- Conducts project management, design, and inspections of assigned capital improvement projects and the contractors' work during all phases of construction to ensure compliance with approved plans, specifications, and contractual agreements; reviews and directs the review of private development plans submitted by developers, landowners, and engineers for adequacy of application and conformance to City standards.
- Represents the Public Works Department to other departments, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Attends meetings and makes presentations to the City Council, commissions, boards, committees, and other public agencies; prepares and presents staff reports and other necessary correspondence; serves as staff liaison to the Traffic & Safety Commission and various local commissions and boards, as necessary; conducts studies and confers with the public regarding traffic and transportation issues, as necessary.
- Coordinates the preparation of agreements, dedications, easements, vacation, and land development documents for the Planning Commission and City Council agenda and approval process.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public works and engineering; incorporates new developments as appropriate into programs.
- Prepares engineering documents, including agreements, maps, legal descriptions, resolutions, and ordinances; prepares a variety of letters and formal correspondence, reports, records, requests for proposals, contracts, and contract bids; prepares various grant applications for needed or desired projects, equipment, and materials; gathers and disseminates important information for department staff.
- Participates in the management of Public Works information technology development, selection, implementation, training, and technical support for computerized systems software including engineering design, facilities systems management, and maintenance management.
- Participates in the necessary certification programs to maintain current Certificate of Registration as a professional Civil Engineer in the State of California.
- Works closely with the Public Works Manager to assist and support his/her efforts in the areas of street, park, public building, sanitary sewer, and storm drain maintenance activities, and in

developing and maintaining the City's urban forest and open space, participating in community street tree planting, and other planting and landscape maintenance activities.

- Works closely with the Project Manager to assist and support his/her efforts in the areas of managing projects, administering programs, reviewing plans, providing technical support, participating in meetings, and maintaining files.
- Develops and follows policies and practices pursuant to City policy to minimize the use of scarce natural resources, minimize toxic materials, promote healthy behaviors and activities, and minimize carbon emissions.
- Performs related duties as assigned.

Knowledge of:

- Principles and practices of organization and program development and administration.
- Operational characteristics, services, and activities of engineering and public works maintenance programs.
- Principles and practices of civil engineering as applied to the development and management of public works.
- Transportation engineering principles, practices and methods.
- Principles of capital improvement cost estimation and contract administration.
- Construction, project management, and surveying principles.
- Methods, materials, and techniques employed in public works construction and construction program development.
- Principles of personnel management, supervision, training, performance evaluation, and safety management.
- Principles and practices of municipal budget preparation and administration.
- Administrative requirements for present and future Federal, State, and local grants, and other funds.
- Principles and practices of contract negotiation.
- Pertinent Federal, State, regional, and local laws, ordinances, codes, rules, and regulations.
- Recent developments, current literature, and sources of information in municipal public works administration.
- Principles and practices of business letter writing and report preparation.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, GIS, AutoCAD, and spreadsheet software.

Ability to:

- Organize, implement, manage, and direct engineering and public works programs and projects. Develop systems and policies related to operations and activities.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs, and make appropriate adjustments.
- Develop and review engineering plans and designs for municipal public works projects.
- Read and understand construction drawings, plans, and specifications.
- Select, supervise, train, and evaluate assigned staff.
- Plan, organize, direct, and coordinate the work of staff.
- Delegate authority and responsibility.
- Perform the highly technical and complex engineering duties.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Demonstrate tact and diplomacy with the public.
- Prepare and administer large and complex budgets.

- Develop and administer contracts for professional services and construction in a public agency setting.
- Interpret and apply applicable Federal, State, regional, and local laws, ordinances, codes, rules, and regulations.
- Negotiate and administer contracts for services.
- Develop appropriate grant applications for Federal, State, and other programs providing funding for capital project maintenance and construction.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, programs, and techniques.
- Prepare clear and concise administrative reports.
- Assimilate information, process logically, and make sound decisions.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating necessary equipment.
- Maintain physical and mental capacities appropriate to the performance of required duties and responsibilities.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Bachelor's Degree from an accredited college or university with major course work in civil engineering or related field, and five years of increasingly responsible professional engineering experience, including two years of project management or supervisory experience.

Licenses and Certifications

Valid California Driver's License.

Possession of a current Certificate of Registration as a professional Civil Engineer in the State of California.

Physical Demands

Must possess mobility to work in a standard office setting, to operate a motor vehicle, and to inspect various development sites and public works facilities; vision to read printed materials and a computer screen, and to make inspections as noted above; strength and stamina to lift and carry 25 pounds; physical dexterity to climb ladders and staircases; and hearing and speech to communicate in person, before groups, and over the telephone and radio.

Environmental Elements

Employees work in an office and field environment, including inclement weather and darkness.

Special Requirements

Positions in this classification must be able to attend off-hours meetings and travel to sites out of the City. Positions in this classification must be available to respond to major emergencies 24/7 with notification by mobile communications device.