

TOWN OF SAN ANSELMO

SENIOR CIVIL ENGINEER

DEFINITION

Under direction of the Public Works Director/Town Engineer, this position plans, organizes, directs and oversees the engineering services for the Town of San Anselmo. This position also provides administrative, professional and technical assistance to the Public Works Director and acts on behalf of the Director as assigned. May provide engineering services as prescribed below on a contract basis to other cities as directed by the Public Works Director

SUPERVISION RECEIVED AND EXERCISED

Reports to the Public Works Director and directly supervises part time staff and outside consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties include but are not limited to the following:

- Plans, supervises and performs professional engineering work in the design and construction of public capital projects, specializing in street improvements, drainage, structures, buildings and related facilities.
- Supervises and participates in the preparation of plans, project specifications, inspections, legal descriptions, surveys and other engineering work performed by staff members and consultants.
- Supervises and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related Federal, State and Town standards and policies.
- Meets with public and private engineers, architects, contractors and owners to explain and discuss projects.
- Responds to inquiries or complaints from the public and provides technical information to outside Agency staff, Town Council and the public.
- Prepares comprehensive technical reports and staff reports in verbal and written form to the Planning Commission, Town Council and other agencies as required.
- Coordinates engineering activities and capital projects with other departments and agencies.
- Reviews and approves engineering drawings, plans and specifications and other legal documents for signature by the Public Works Director.
- Ensures compliance with Public Contracts Code, Federal and State laws, local ordinances and regulations.
- Manages and develops the Town's mapping and geographic information system.
- Prepares and manages the application of grants for Town projects from Federal, State and local funding sources.

- Provides administrative support to the Public Works Director.
- Administers Town encroachment permits, grading permits, well permits and creek bank permits.
- Approves and oversees the traffic signals operations and maintenance.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering, construction management and administration.
- Design, construction and operation of public works facilities.
- Methods of preparing designs, plans, specifications, estimates, reports & recommendations.
- Streets, storm drains, buildings, parks, and other public works projects.
- Laws and codes related to civil engineering, building construction and ADA compliance.
- Principles of organization, administration, budget and supervision.
- Current engineering technology and related engineering software.
- Grant applications and execution.
- Traffic signal operation.

Ability to:

- Perform design engineering.
- Prepare plans, drawings, specifications, diagrams and make sketches.
- Work effectively with contractors, engineers and their representatives.
- Operate a computer and related engineering software.
- Make complex engineering calculations and prepare plans and specifications.
- Supervise the preparation of engineering records and prepare technical reports.
- Evaluate and resolve engineering problems.
- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.

EXPERIENCE AND TRAINING:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

- Bachelor's degree in Civil Engineering and six years of increasingly responsible public work construction and maintenance experience.
- Registration as a Civil Engineer in the State of California.

License or certificate required: Possession of a valid California Class C driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

SPECIAL REQUIREMENTS: Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in evenings or on weekends with indoor conditions and regularly works near video displays. The employee is occasionally exposed to outside weather conditions and uses personal vehicle. The noise level in the work environment is usually moderate.

Date: June 12, 2013

Approved: Debra Stutsman
Town Manager