

CITY OF FONTANA SENIOR ENGINEER

DEFINITION: Under direction, manages, organizes and supervises professional and technical engineering work within an assigned group; and performs a variety of technical tasks relative to the assigned area of responsibility. This position receives direction from the Principal Civil Engineer and/or City Engineer and exercises direct supervision over professional and technical staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Initiate and lead in the development and implementation of goals, policies and priorities.
- Provide professional and technical engineering decision making and support services relative to the assigned area of responsibility and represent the Engineering Department as necessary at project and other public meetings.
- Develop comprehensive reports on engineering activities; compile and analyze data on projects, including budget and work schedules.
- Manage the work of outside consultants utilized by the City for project and construction management.
- Work as a team member with people at all levels within the organization; be accessible and freely share information.
- Coordinate with other City departments and outside agencies for plan reviews and permit processing.
- Review contractors' payments, extra work and change order requests, time extensions and other construction related issues.
- Monitor changes in laws, regulations, technology and new developments in civil engineering that may affect departmental operations.
- Interpret and apply relevant design requirements, codes, ordinances, resolutions, rules and regulations, as applicable.
- Prepare and/or review improvement agreements, prepare requests for proposals and contracts for consulting services and construction contracts.
- Prepare and oversee the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects.
- Meet and confer with developers, contractors, engineers and the general public relative to policies, regulations and procedures; coordinate discrepancies and problem situations with outside parties.
- Administer and/or oversee the administration of contracts; review and approve all payments and billings for contracted services.
- Oversee and participate in the review of projects under construction in the field; coordinate the activities of the inspection unit; resolve complaints and problems in the field as necessary.
- Coordinate activities with other divisions and departments as appropriate.
- Serve on a variety of City and outside Commissions, Boards and committees, as assigned.

- Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.
- Interpret and apply applicable codes, ordinances, rules and regulations related to development and construction.
- Interpret, review and analyze development proposals, plans and specifications.
- Make complex engineering computations, check designs, and supervise the construction of a variety of public works projects.
- Perform professional and technical support services relative to assigned area of responsibility.
- Prepare specifications and write technical reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with developers, contractors, engineers, City staff and the general public.
- Supervise, train and evaluate assigned staff.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: In the performance of daily activities, this position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, and bending; the ability to push, pull, drag and/or lift up to 25 pounds; normal manual dexterity and hand/eye coordination; repetitive hand and wrist movement using a computer keyboard and mouse; corrected vision to normal range; acute hearing; written and oral communication; use of standard office equipment such as computers, telephones, copiers, calculators and facsimiles; frequent contact with other staff and the public; may be exposed to severe weather conditions such as high wind, rain, and other outside conditions.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have knowledge of:

- Methodology and experience in managing projects and personnel.
- Principles and practices of engineering, project management and construction management as applied to the construction of capital infrastructure, and municipal public works.
- Applicable laws and regulatory codes related to development, design and construction.
- Methods and techniques used in the design, construction and surveying of a variety of public works projects.
- Principles of organization, administration and personnel management.

Experience: A minimum of four (4) years of increasingly responsible Project or Construction Management in Capital infrastructure and/or engineering experience, including significant supervisory and project management responsibility.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering or a closely related field such as project management and/or construction management. Additional years of experience and specialized training may substitute for some of the educational requirements.

Licenses/Certifications: Possession of a valid Certificate of Registration as a Professional Civil Engineer in the state of California is preferred. Possession of, and continuously throughout employment, a valid California Class "C" Driver's License.