

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Senior Engineer	Job Family: 3
General Classification: Professional	Job Grade: 36

Definition: To assist in the planning and coordination and participate in the engineering activities of a major section within the assigned department; and to provide highly complex professional and technical engineering support relative to assigned area of responsibility.

Distinguishing Characteristics: This is the advanced journey level class in the professional engineering series. Positions in this class perform the more complex professional engineering work and may supervise the work of lower level professional and technical engineering staff. It also recognizes positions which provide a unique, recognized area of expertise important to the City, e.g., landfill management. Appointment to this level requires considerable knowledge of engineering design and construction, subdivision laws and, as necessary, traffic engineering, utility system design or environmental engineering. Receives direction from a Principal Engineer or from a higher level management position at the division or department head level. May exercise indirect functional and technical supervision over other professional, technical and clerical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assist in the planning, coordinating and participation in the activities of a major section within the assigned division.
2. Assist in the development and implementation of City, departmental or divisional goals, policies, procedures and priorities.
3. Provide professional and technical engineering support services relative to assigned area of responsibility.
4. Interpret and apply relevant codes, ordinances, rules and regulations; and as assigned, oversee regulatory agency permits and requirements.
5. Check plans for accuracy, suitability and completeness, and make recommendations for revision and improvement.

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6. Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations and procedures; coordinate discrepancies and problem situations with a wide variety of outside parties.
7. Administer and/or oversee the administration of contracts; review and approve payments and billings for contracted services.
8. Coordinate activities with other departments and divisions as appropriate.
9. Serve as staff to a variety of City and outside commissions, boards and committees as assigned.
10. Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.
11. Oversee and participate in the review of projects under construction in the field; resolve complaints and problems in the field between the inspectors and developers, contractors and/or engineers.
12. Oversee and participate in the review of private development proposals including subdivision and parcel maps; recommend for or against approval.
13. Prepare and oversee the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects.
14. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of relevant area of engineering expertise as applied to new development, municipal public works, traffic and environmental regulatory design and permits; applicable laws and regulatory codes related to development, operations, design and construction; traffic and/or environmental engineering; methods and techniques used in the design, construction and surveying of a variety of public works projects; principles of organization, administration and personnel management.

Ability to: Interpret and apply applicable codes, ordinances, rules and regulations related to development and construction, traffic safety and traffic engineering, hydrology or utility system and environmental engineering design; interpret, review and analyze development proposals, plans and specifications; make complex engineering computations and check, design and supervise the construction of a variety of public works projects; perform professional and technical

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support services relative to assigned area of responsibility; administer contracts; prepare specifications and write technical reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of increasingly responsible civil engineering experience, including one year lead capacity responsibilities; and equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering.

Required Licenses or Certificates: Possession of a valid Certificate of Registration as a professional civil engineer in the State of California may be required; possession of a valid California driver's license.

Established February 1980

Revised May 1988; March 1993; May 1995

CLASS SPECS

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