

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Principal Civil Engineer	Job Family: 3
General Classification: Management	Job Grade: 40

Definition: To plan, supervise, coordinate, and participate in a major section within the assigned department; and to provide professional and technical engineering support relative to assigned area of responsibility.

Distinguishing Characteristics: Positions in this class represent the first-line supervisory responsibility of the position in planning, assigning and evaluating the work of others and/or responsibility for a designated program area within a division. Positions in this class perform the most complex professional engineering work and supervise lower level professional and technical engineering staff. Appointment to this level requires considerable knowledge of engineering design and construction, subdivision laws and, as necessary, traffic engineering, landfill or utility systems design. Receives general direction from higher level management position at the section, division or department head level. Exercises direct supervision over professional, technical and clerical staff.

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

1. Plan, coordinate, supervise and participate 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.
5. Check plans for accuracy, suitability and completeness, and make recommendations for revision and improvement.
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. Keep track of new or pending regulatory requirements that affect the Public Works Department and provide support to meet the requirements; i.e., nonpoint and point discharge, drinking water quality, water conservation, air and groundwater related to landfill, etc.

Position Title: Principal Civil Engineer

Page 2

8. Administer and/or oversee preparation and administration of contracts; review and approve payments and billings for contracted services.
9. Coordinate activities with other departments and divisions as appropriate.
10. Serve as staff to a variety of City and outside commissions, boards and committees as assigned.
11. Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.
12. Supervise, train, and evaluate assigned professional and technical staff.
13. 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.
14. Oversee and participate in the review of private development proposals including subdivision and parcel maps; recommend for or against approval.
15. Prepare and/or review improvement agreements.
16. Supervise the preparation, updating and maintenance of maps and records.
17. Prepare and oversee the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects.
18. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of civil engineering as applied to new development and municipal public works; applicable laws and regulatory codes related to development, design and construction; traffic engineering; landfill; utilities, nonpoint source requirements and program, water conservation; 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 design; air and groundwater related to landfill; interpret, review and analyze development proposals, plans and specifications; make complex engineering computations and check, design and supervise the

Position Title: Principal Civil Engineer

Page 3

construction of a variety of public works projects; perform professional and technical 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; supervise, train and evaluate assigned staff.

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

Four years of increasingly responsible civil engineering experience at the Senior Civil Engineer or higher level, including three years lead capacity responsibilities; and equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering. A master's degree in engineering, business administration, public administration or a related field is highly desirable.

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

Established October 1991

Revised August 2008

CLASS SPECS

CS081-M^