

**CITY OF GLENDORA  
PRINCIPAL CIVIL ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under administrative direction, plans, directs and coordinates engineering activities relating to City public works engineering projects and performs related duties as required.

**CLASS CHARACTERISTICS**

This is a single class position reporting to the Assistant Public Works Director/City Engineer, and is responsible for overseeing the day-to-day activities of the Engineering Division, including planning, managing and directing the work of professional, sub-professional and technical personnel.

**ESSENTIAL JOB FUNCTIONS**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.*

1. Supervises and participates in a variety of professional and subprofessional engineering work including the preparation of plans and project specifications; directs and/or coordinates project inspections; acts as survey party chief; may draft ordinances according to general instruction. (a b c d e f h i j k l m n o p r s)
2. Supervises and participates in the review of plans; evaluates compliance with laws, ordinances and acceptable engineering standards, and recommends corrections or improvements; supervises the preparation of legal descriptions and deeds for easements and rights-of-way. (a b c d e g i j k l m n p r s)
3. Supervises and administers the City's capital improvement program including street, water, sewer, traffic, parks, street lighting, all work in the public right-of-way and municipal building projects; works with City departments and division staff to identify and prioritize needs; formulates cost estimates and develops implementation strategies. (a b c d e f g h i j k l m n o p q r s)
4. Reviews and recommends approval of plans and specifications, designs, cost estimates, environmental documents, reports, and studies for all engineering projects. (a b c d e g h i j k l m n p q r s)

5. Continually monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, support system and internal reporting; identifies opportunities for improvement and reviews with the Assistant Public Works Director/City Engineer and Public Works Director; directs implementation of improvements. (a c e h j k l m n p q r s)
6. Prepares and evaluates requests for proposals relating to projects requiring contract engineering work; directs the preparation of project cost estimates for competitive bidding purposes; reviews plans of consulting/engineering firms performing work for the City and evaluates their performance; performs construction contract modifications and negotiates contract changes. (a b c d e f g h i j k l m n p r s)
7. Provides technical assistance to other divisions and departments and City personnel; oversees the design and construction of municipal works facilities. (a c d j l m n)
8. Manages and participates in the development of the Engineering Division budget; participates on a variety of boards and commissions; attends and participates in professional group meetings; attends and makes presentations to City Council, boards, committees and commissions. (a b c d h j k l m n p r s)
9. Responds to and resolves difficult and sensitive inquiries and complaints; recommends and implements corrective action; responds to public inquiries and complaints. (a b c d f g j k l m n p q r s)
10. Supervises the compilation and analyzing of statistical data used to prepare technical reports relating to public works projects and programs; supervises the preparation of cost projections for the department budget and monitors expenditures. (a b c d j k l m n o r s)
11. Acts in the capacity of the City Engineer in the City Engineer's absence. (a b c d e g i k l m n p r s)
12. Coordinates engineering activities with other department staff, City personnel and agencies, the public, contractors, developers and engineers; serves as the National Pollutant Discharge Elimination System (NPDES) compliance coordinator for the Public Works Department; supervises the preparation of reports for assessment districts and parking districts. (a c d j l m n)
13. Supervises engineering staff; participates in the screening and selection of division staff; trains and evaluates employees; initiates and carries out appropriate disciplinary actions. (a b j k l m n q r s)

14. Prepares traffic engineering reports; supervises the collection and management of traffic data; conducts traffic studies; investigates complaints of traffic safety issues and makes recommendations. (a b c d e f g h i j k l m n o p r s)
15. Supervises and prepares reports required by federal, State and County agencies; supervises, selects and assists in the preparation of grant applications. (a b c d e g h i j k l m n o p q r s)
16. Develops operational and maintenance schedules; coordinates water, sewer, storm drain, street lighting, park, street maintenance engineering projects with other City departments and divisions and outside agencies. (a b c d e f g h i j k l m n o p q r s)
17. Supervises and participates in the selection of professional consultants to assist with the design and/or construction inspection of selected projects. (a c f h i j k l m r s)

### REQUISITE ABILITIES

*The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

- a. Communicate clearly and concisely, both orally and in writing.
- b. Research, review and prepare complex engineering reports on a variety of subjects.
- c. Analyze data and information and draw logical conclusions.
- d. Perform professional engineering work.
- e. Use and care for engineering and drafting instruments, equipment and working knowledge of Autocad.
- f. Conduct inspections of public works projects.
- g. Perform and review complex engineering calculations.
- h. Administer contracts and ensure compliance to contract provisions.
- i. Prepare and stamp engineering plans.
- j. Communicate effectively with residents, business people, engineers, architects, attorneys, executive management, enforcement personnel, legislative bodies and a variety of other people with varying background and education status to establish/maintain effective working relationships and promote the goodwill of the City.
- k. Plan, direct and coordinate public works engineering programs.

- l. Interpret and apply rules, regulations, legislation and policies.
- m. Understand and follow verbal and written directions.
- n. Work independently.
- o. Perform survey work and use a variety of surveying instruments.
- p. Operate a computer and use a variety of computer software.
- q. Select, supervise and evaluate employees; oversee training program.
- r. Make decisions regarding operational and personnel functions.
- s. Set up and maintain master schedule to manage infrastructure and facilities improvement programs within allocated amounts and time frames.

### MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

### QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree in civil engineering or related field of study; and five years of progressively responsible, diversified experience in difficult and complex public works engineering. Supplemental education and/or experience in water treatment/distribution is desirable.

#### Knowledge and Skill Levels

Extensive knowledge of engineering principles, methods and practices as applied to public works, including planning and development, design and construction; thorough knowledge of techniques for reviewing designs, plans, specifications, estimates, reports and recommendations related to public works projects; related laws, ordinances, rules and regulations; considerable knowledge and experience regarding the methods and techniques of supervision and management.

#### Special Requirements

Possession of a valid Certificate of Registration as a Professional Civil Engineer (P.E.) issued by the California State Board of Registration for Civil and Professional Engineers.

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein 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 individuals with disabilities to perform the essential job functions.*

Environment: Work is performed primarily in a standard office setting, subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with the public, coworkers and others. Duties are typically performed at a desk or computer terminal, with some travel to different sites, and exposure to noise, dust, vehicle traffic, inclement weather conditions and construction environment and equipment. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

*Employee Association: Glendora Management Association (GMA)*