



SENIOR CIVIL ENGINEER

DEFINITION

Under direction of the Public Works Director/City Engineer, this position provides high-level engineering services for the City of Mill Valley. This position also provides administrative, professional and technical assistance to the Public Works Director and acts on behalf of the Director as assigned.

SUPERVISION RECEIVED AND EXERCISED

Reports to the Public Works Director and directly supervises contractors and consultants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties include but are not limited to the following:

- Monitors compliance of the City's sanitary sewer overflow and storm water National Pollution Discharge Elimination System Permits and compliance of the City's storm water runoff with federal, state and local regulations.
- Supervises and performs professional engineering assignments in the design, construction and maintenance of public capital projects, including street and sanitary sewer improvements, park facilities, flood control facilities, buildings and related structures.
- Supervises and performs professional engineering assignments in surveying, Federal Emergency Management Agency activities, water resource and flood control and other engineering analysis by consultants.
- Supervises and participates in the review of plans, specifications and engineer's estimates and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related federal, state regulations.
- Assists with plan review and construction inspection functions for private development as related to sewer collection, flood control, and storm water quality Best Management Practices. Routinely reviews and recommends updates to the Public Works Conditions of Approval and development review standards.

- Responds to inquiries from the public and provides technical information to outside agency staff, City Council and the public.
- Prepares comprehensive technical reports and staff reports in verbal and written form to the Planning Commission, City 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 documents for signature by the Public Works Director.
- Maintains data in the City's asset management and geographic information systems.
- Prepares and manages the application of grants for City projects from federal, state and local funding sources.
- Provides administrative support to the Public Works Director.
- Administers City encroachments permits, grading permits and watercourse modification permits.
- Assist with budget preparation.
- 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.
- Paving methods and sewer collection system, flood control facilities, buildings, parks, and other public works projects.
- Laws and codes related to civil engineering, building construction and ADA compliance.
- Current engineering technology and related engineering software.
- Grant applications and execution.
- ArcView Geographic Information System software.

Ability to:

- Perform design engineering.
- Prepare plans, drawings, specifications, diagrams, and sketches.
- Work effectively with developers, contractors, engineers and their representatives.
- Proficiently work in Microsoft Outlook, Word, Excel, PowerPoint and Projects.
- Perform complex engineering calculations and prepare plans and specifications.
- Supervise the preparation of engineering records and technical reports.

- Establish and maintain effective working relationships.
- Communicate effectively, verbally and in writing.
- Manage by example: maintain high standards of professionalism and performance.
- Work collaboratively with colleagues to support the City and Public Works Department mission and goals.

EXPERIENCE AND TRAINING:

Any combination of education and experience that demonstrates the required 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 design, 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.