



## **CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION**

### **PRINCIPAL ENGINEER**

#### **DEFINITION**

Under general supervision of the Director of Public Works/City Engineer, performs complex and professional civil engineering work pertaining to the design and construction of assigned projects in support of the City Engineer; acts as project manager for assigned capital improvement projects, conducts engineering analysis and reviews plans and specifications, coordinates assigned activities of the Public Works Department and other City departments and outside agencies; and performs other related work as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the Assistant City Engineer classification in that the Assistant City Engineer has additional management and administrative responsibility for aspects of the Engineering/Public Works Department. The Principal Engineer has a moderate range of independence within policy and works under general supervision. Responsibilities include the application of professional knowledge and skills to various engineering and public works matters and projects. Employees at this level are required to be trained in all operating procedures and policies related to assigned areas of responsibility, work independently and exercise judgment and initiative. May be required to supervise the work of lower level personnel.

#### **ESSENTIAL DUTIES**

The duties assigned include, but are not limited to, the following:

- Review engineering plans, specifications and documents; review and approve grading and encroachment permits; check computations and specified materials for accuracy and compliance with regulations, laws and specifications.
- Serve as project manager for design and/or construction of capital improvement projects.

- Prepare specifications and cost estimates and issue Requests for Proposals for design and construction projects; coordinate bidding process.
- Assist in the selection and supervision of consultant professional engineers for the development of plans, specifications, studies and reports.
- Review the work of consultants/contractors to ensure compliance with specifications; recommend change orders; maintain records and track budget expenditures.
- Develop and administer project budgets; track payments and process payment invoices.
- Assist in the preparation and administration of Department budget and annual Capital Improvement Program.
- Review plans, specifications and improvement plans, tract maps, and other engineering design work for composition and accuracy.
- Represent the Engineering Department to other City departments, elected officials and outside agencies; coordinate department activities with those of other departments and outside agencies and organizations.
- Coordinate in partnership with the Development Services Department, environmental reviews with respect to compliance with the California Environmental Quality Act ("CEQA") for all engineering/public works projects.
- Prepare City Council and Planning Commission agenda items on public works/engineering matters; coordinate the review of planning applications as related to engineering issues and attend City Council and Planning Commission meetings as required.
- Provide engineering counter assistance; plan and record maintenance, storage and retrieval; issue street work permits; provide technical and policy information to the public, developers, contractors and engineers.
- Assist in the development and maintenance of the City's Engineering and Public Works Procedures Manual.

- Participate in and attend professional group meetings; stay abreast of new trends and innovations in the engineering and land development fields.
- Respond to inquiries and provide information and support to the public, developers, contractors, builders regarding the City's engineering policies and procedures; resolve difficult and sensitive citizen inquiries and complaints.
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Civil engineering and project management principles and practices and their application to a wide variety of services including planning, design, analysis, plan review, inspection, testing and construction.

Operational characteristics, services and activities of a comprehensive engineering and maintenance program.

Principles and practices of civil engineering in a municipal environment.

Principles and practices of modern engineering and maintenance program development and administration.

Contract administration including bidding, negotiation, and budget tracking and performance evaluation.

Principles and practices of municipal budget preparation and administration.

Pertinent Federal, State and local laws, codes and regulations.

Proper English, spelling, grammar, punctuation use, and business letter writing.

Modern office practices, procedures, methods, and equipment.

**Ability to:**

Plan, organize, direct and coordinate the work of clerical, professional and technical personnel.

Interpret and explain City policies and procedures.

Research, analyze and evaluate public service methods and techniques.

Identify and respond to community and City Council and Commission issues, concerns and needs.

Analyze engineering requirements and policies and make recommendations for necessary revisions.

Communicate clearly and concisely, both orally and in writing.

Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.  
Communicate clearly and concisely, both orally and in writing.

Attend night and/or weekend meetings, events or activities outside normal business hours.

Travel to various sites and operate a motor vehicle safely.

**Training and Experience:**

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field; at least four (4) years of increasingly responsible experience in professional engineering; or any combination of education, experience, and training that would likely provide the required knowledge and abilities.

### **Licenses:**

Possession of a valid California Driver's License and a safe driving record at appointment is required.

Possession of a current Registration as a Professional Civil Engineer (P.E.) in the State of California.

### **Physical Standards:**

***Physical & Sensory Elements:*** The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas, walking between work areas and traveling to offsite work areas may be required. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

***Environmental Elements:*** Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employee will be required to travel to project locations in the field to inspect construction sites and potential project or maintenance sites to interact with the public, to observe engineering related concerns. Exposure to moving mechanical parts, noise, traffic, fumes, weather (sun, rain, etc) and airborne particles in the field will occasionally occur. Employees may be required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

### **Tools and Equipment:**

Personal computer, including word processing, spreadsheet, electronic calendar, power point software programs; telephone, fax, copier, postage machine and other modern office equipment as necessary. Engineering equipment including but not limited to tape measures and counters.

## **SELECTION GUIDELINES**

All selection guidelines for this position are subject to City Council determination, and include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)*

FLSA Status:           Non-Exempt