CITY OF BURBANK

PRINCIPAL CIVIL ENGINEER

DEFINITION

Under direction, to supervise and direct the activities of an engineering section and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, supervises and coordinates public works/utility field and office civil engineering activities, including inspection, surveying, plan checking, mapping and record maintenance; coordinates the preparation of designs, plans, maps, specifications, and cost estimates for construction and long-range planning of public works/utility projects; confers on interdepartmental projects, governmental agencies, and private organizations on engineering matters; conducts negotiations for contracts and agreements with other agencies; directs the preparation of work schedules; directs the issuance of street utility and grading permits; reviews construction costs; directs research and prepares a variety of studies and reports; recommends amendments and additions to the Municipal Code; assists in budget preparation and expenditure control; confers with superiors on policies, strategies and programs; acts for supervisor in his/her absence; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed up to and including termination; administers major contracts with consultants/contractors for studies, design or construction projects; secures grants/loans with outside agencies to finance City projects; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of civil and structural engineering related to municipal surveys, plans, and public works/utility designs; field engineering methods including surveying, inspection, and construction practices; principles and practices of sound personnel management and supervision.

- Skill to - apply the knowledge required for the position; design, estimate and draw plans for public works/utility improvement projects.

- Ability to - effectively work with others; communicate effectively, both orally and in writing; prepare contract documents; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a B.S. degree from an accredited college or university with major course work in civil engineering and seven years of professional engineering experience, including two years at the level of a Senior Civil Engineer in California.

License & Certificate: A valid California Class “C” driver’s license or equivalent at time of appointment; registration as a Civil Engineer in the State of California is required.

SUPPLEMENTAL INFORMATION

None.