

CITY OF BURBANK

CIVIL ENGINEER-BWP

DEFINITION

Under direction, to manage and implement a water utility Capital Improvement Program; perform project management, and contract management of specialty contractors, customer contact and professional civil/sanitary engineering work in support of production, operation, distribution, and maintenance activities of an operating water utility; and perform related work as required.

ESSENTIAL FUNCTIONS

Leads a group of para-professional engineers in the investigation, design, preparation, and review of a variety of plans, estimates, and reports involved in water utility projects; initiates and guides preliminary designs, studies, and cost estimates for assigned and proposed projects; determines the need for data such as field surveys, location of utilities, soil tests, and requests/obtains information through appropriate contacts; performs difficult research, investigation, and design work; prepares design calculations; checks and reviews plans, drawings, specifications, and reports; develops standard or special designs, plans, specifications, and specific job procedures for projects; coordinates engineering work and construction performed by City employees and/or contractors; assists with staff reports; represents the water utility at public forums, internal and external to the City; administers contracts with consultants/contractors for studies, design, or construction projects; assists in the development of Capital Improvement budgets; maintains working literacy in government and regulatory agency rules, statues, and laws and prepares grant applications; supervise, develop, and train employees; design water mains, pumping stations, and storage facilities drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of civil/sanitary engineering; civil engineering methods and practices used in the preparation of designs, plans, specifications, estimates, and reports as applied to water utility; regulatory requirements governing water utility operations; the principles and techniques of drafting and mapping; field engineering and construction methods; sound personnel management and supervision; project management principles and practices.
- Skill in - interpersonal, written, and oral communications; designing and making presentations; designing and interpreting specifications, plans, and drawings; field engineering methods; finding engineering information sources; making accurate engineering computations; Microsoft Excel, Word, Access, and hydraulic modeling.
- Ability to - understand technical engineering questions and provide accurate information; receive assignments in general terms and plan, layout, and execute projects; practice sound personnel management; establish and maintain effective working relationships with supervisors, fellow employees, other utility companies, regulatory agencies, and the public.

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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 Bachelor of Science degree from an accredited college or university with major course work in civil engineering; four years of professional engineering experience in a retail or wholesale water/wastewater utility.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; registration as a Civil Engineer in the State of California, or registration in another state and have the ability to become registered in the State of California within six months of appointment through reciprocity, is required.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: A master's degree in civil engineering.