

CITY OF BURBANK

SENIOR CIVIL ENGINEER-BWP

DEFINITION

Under direction, to manage and implement a water utility Capital Improvement Program; perform project management, 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

Supervises, trains, develops, evaluates, and schedules a group of para-professional and professional engineers in the investigation, design, preparation, and review of a variety of plans, estimates, and reports involved in water utility projects; initiates and directs 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; designs water mains, pumping stations, and storage facilities; advises the public, contractors, and other City departments on water utility engineering matters; coordinates engineering work and construction performed by City employees and/or contractors; prepares staff reports; represents the water utility at public forums, internal and external to the City; acts as a governmental and regulatory agency liaison; administers major contracts with consultants/contractors for studies, design, or construction projects; develops Capital Improvement budgets and secures appropriate funding (Aid in Construction) from developers and other City departments to support capital projects; maintains working literacy in governmental and regulatory agency rules, statutes, and laws and prepares grant applications; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed up to and including termination; 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 and/or municipal engineering; regulatory requirements governing water utility operations; the principles and techniques of drafting and mapping; field engineering and construction methods; sound personnel management and supervision.
- 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 direct the work of engineering staff on a variety of problems; coordinate the work of a unit with a general program or a specific problem;

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practice sound personnel management and supervision; establish and maintain effective working relationships with supervisors, fellow employees, other utility companies, regulatory agencies, and the general 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 Bachelor of Science degree from an accredited college or university with major course work in civil engineering; five years of professional engineering experience in a retail or wholesale water/wastewater utility, including three years of supervisory experience.

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 California within six months of appointment through reciprocity, is required.

SUPPLEMENTAL INFORMATION

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