

CITY OF BURBANK

SENIOR CIVIL ENGINEER

DEFINITION

Under direction, to supervise one or more civil/sanitary engineering groups; to perform professional civil/sanitary engineering work; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises, trains, and evaluates a group of sub-professional and professional engineers in the investigation, design, preparation, and review of a variety of plans, estimates, and reports involved in public works and/or utility projects; initiates and directs preliminary designs, studies, cost estimates, and prepares staff reports for assigned and proposed projects; maintains work schedules for the group, develops standard or special designs, plans, specifications, and specific job procedures for projects; determines the need for basic data such as field surveys, location of utilities, soil tests, and requests/obtains information through appropriate channels; coordinates engineering work and construction performed by contractors; prepares design calculations; checks and reviews plans, drawings, specifications, and reports; advises the public, contractors, and other City departments on civil engineering matters; performs difficult research, investigation, and design work; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed up to and including termination; administer major contracts with consultants/contractor for studies, design or construction projects; secures grants/loans from 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; civil engineering methods and practices used in the preparation of designs, plans, specifications, estimates, and reports as applied to municipal and/or utility engineering; the principles and techniques of drafting and mapping; field engineering methods.
- Skill in - interpreting specifications, plans, and drawings; field engineering methods; finding engineering information sources; making accurate engineering computations.
- Ability to - understand technical engineering questions and provide accurate information; receive assignments in general terms and plan, layout, and direct the work of a group of engineers on a variety of problems; coordinate the work of a unit with a general program or a specific problem; practice sound personnel management and supervision; 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 graduation from an accredited college or university with major course work in civil engineering; four years of professional engineering experience, two years of which must have been at the level of a City of Burbank Civil Engineer Associate.

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 is required.

SUPPLEMENTAL INFORMATION

None.