

EXHIBIT B



PRINCIPAL CIVIL ENGINEER

Class Code:
666

Bargaining Unit: MS&C

CITY OF LOMPOC
Established Date: Jan 19, 2016
Revision Date: Jan 5, 2016

DEFINITION/CLASS CHARACTERISTICS:

Under general direction, to manage, oversee, assign, supervise, and review the work of staff responsible for professional and technical engineering operations of the capital improvement program; to perform and oversee the preparation of complex project management, engineering designs, plans, specifications, and reports; and to perform a variety of technical tasks relative to assigned areas of responsibility.

CLASS CHARACTERISTICS: The Principal Civil Engineer is distinguished from the Senior Civil Engineer by the former's independent decision-making authority performing specialized engineering work and providing direction to a variety of private and public projects. Incumbents work at an advanced professional level on complex and specialized engineering projects and programs. The incumbent plans and assigns work to other division staff, or consultants as needed. The incumbent receives direction from the Assistant Public Works Director/City Engineer on policy and day-to-day operations. Incumbents may act for the Assistant Public Works Director/City Engineer during periods of absences or as directed; and performs related work as required.

ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES:

The following duties are typical of this classification; Incumbent may not perform all of the duties and/or may be required to perform specific additional or different duties from those set forth below to address business needs and changing business practices.

Develops and implements capital improvement projects; oversees design, construction management, and inspection of public improvements; develops the capital improvement program; serves as project manager on capital projects; supervises the design on in-house design projects; acquires and monitors the services of private consultants; pursues funding sources; provides technical support for City operations including but not limited to street maintenance, transit, airport, electric, solid waste, water, wastewater, parks, police, fire, fleet and facilities; may act as professional staff advisor to policymakers serving on various regional boards; assigns, supervises, and evaluates the work of subordinate engineering personnel; negotiates change orders; manages project budgets; facilitates solutions to construction issues; negotiates with other departments, agencies, and contractors regarding issues and necessary coordination; assists with preparation of the Engineering Division budget, and with portions of the City budget covering capital projects and transportation funding; and performs other related work as required.

TYPICAL QUALIFICATIONS:

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Include any combination of training, education and experience which demonstrates an ability to perform the duties of the position. The typical qualifying entrance background is:

EDUCATION AND EXPERIENCE: Bachelor's degree in civil engineering or related field **AND** six (6) years of increasingly responsible professional civil engineering experience with a minimum of two (2) years supervisory experience..

LICENSE/CERTIFICATION REQUIRED: Possession of a valid and appropriate California Driver's License. Possession of a valid Certificate of Registration as a Civil Engineer issued by the State of California Department of Consumer Affairs is required.

KNOWLEDGE OF: Principles and practices of civil engineering; municipal public works administration, planning and design; engineering math; English usage, spelling, grammar and punctuation; principles of supervision and training; and geographic based information system management.

ABILITY TO: Plan, organize, and manage the engineering services of the City; supervise, train, and evaluate the work of professional, technical, and support staff; prepare comprehensive engineering and administrative staff reports; prepare and evaluate proposals, cost estimates and specifications; administer contracts; communicate clearly and concisely orally and in writing; maintain a big picture view and teamwork approach; be service oriented and have excellent communication skills; be an adept negotiator; work independently with minimum supervision; and establish and maintain effective relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

PHYSICAL AND MENTAL/PSYCHOLOGICAL DEMANDS: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL: Strength category: Light-exert force to 20 lbs. occasionally, or 10 lbs. frequently, or negligible force constantly to lift, carry, push, pull or move objects. May involve significant standing, walking, pushing, pulling sitting, and/or typing. Occasional standing, walking, bending, twisting at the waist, handling, gripping, grasping, reaching at, above and below shoulder level, extending neck side to side. On rare occasion stoops, crouches, kneels, climbs stairs, ladders, scaffolding, extends neck upward and downward.

Vision: Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed. **Hearing:** Effectively hear/comprehend oral instructions and communication.

MENTAL/PSYCHOLOGICAL: Work cooperatively and interact appropriately with those contacted in the course of work, including the general public; utilize advanced and complex reading, writing and math skills; exercise good judgment in following procedures and directions; respond quickly and calmly to changing priorities; communicate effectively orally; work under pressure; work within deadlines.

ENVIRONMENTAL CONDITIONS: Constantly works indoors; occasionally works outdoors. Frequent use of products and equipment required in a standard office work setting; personal computer, including word processing, database and spreadsheet programs; calculator, telephone, photocopier and telex fax machines, and other standard office equipment. Works independently and with the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when outdoors.