



Job Code: 0351  
FLSA: E  
Unit: MGMT  
Revised:

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## SENIOR CIVIL ENGINEER

### DEFINITION

Under general direction of the Assistant Director of Public Works-City Engineer, manages the majority of the Public Works Capital Improvement Program projects, providing leadership, management and supervision to a small professional and technical support staff and performing a wide range of complex civil engineering studies and tasks.

### SUPERVISION RECEIVED/EXERCISED

Receives general direction from the Assistant Director of Public Works-City Engineer. Exercises supervision over professional and technical support staff assigned to projects within scope of duties.

### TYPICAL DUTIES

1. Leads, manages, trains, develops and evaluates technical and professional personnel;
2. Designs, coordinates, administers and manages public works projects of varying degrees of difficulty;
3. Develops, reviews and revises standards for the design and construction of facilities within the public right-of-way including streets, storm drains, sanitary sewers, water transmission lines, roadway structures, traffic safety and control devices, pedestrian bridges and pathways;
4. Prepares requests for qualifications and requests for proposals for consulting work;
5. Negotiates and manages consultant design contracts and construction contracts;
6. Conducts independent research on engineering problems requiring considerable knowledge of engineering principles and practices;
7. Prepares recommendations for resolution of engineering problems considering all factors including economic feasibility;
8. Coordinates work with other public works divisions, City departments and outside agencies;
9. Makes presentations to the public. City Commissions and City Council;

**CITY OF PLEASANTON**  
**Senior Civil Engineer - Page 2**

**TYPICAL DUTIES (continued)**

10. Prepares capital improvement project proposals including scope, cost, scheduling and financing of projects;
11. Prepares and administers project and program budgets and continually monitors budgets and schedules to insure progress toward established program goals; and
12. Consults or negotiates with contractors, builders, architects, engineers, public officials and the general public.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Engineering principles and standards associated with surveying, drafting and the design of streets, utilities, traffic and other public works improvements.
2. Principles and practices of public construction contract law.

**Ability to:**

1. Collect and maintain data, schedules and records;
2. Prepare clear and concise correspondence;
3. Prepare reports and present complex projects and issues to City officials and the public;
4. Develop and implement public information programs for a variety of projects; and
5. Perform other civil engineering tasks as assigned.

**Education:**

Bachelor's Degree in Civil Engineering from an accredited college or university.

**Experience:**

Four years of professional civil engineering experience at a supervisory or management level.

**Registration:**

Valid Registration as a Professional Civil Engineer in the State of California.