

**CITY OF SOLANA BEACH**  
**PRINCIPAL CIVIL ENGINEER**

**DEFINITION**

Under general direction, performs advanced level professional engineering work such as plan review, project management or design; provides responsible staff assistance to the Public Works Director/City Engineer; and performs related duties as assigned.

**CLASS CHARACTERISTICS**

This is the supervisory level class in the professional engineering series. Positions assigned to this class can be distinguished from lower level engineering classes by performance of the most complex engineering tasks requiring a high degree of knowledge related to all areas of engineering design, plan review and contract administration. Positions assigned to this class can be further distinguished by responsibility for managing and supervising projects, and for the performance of supervisory activities such as assigning work, preparing performance evaluations, assisting in personnel actions, and providing technical assistance and training to other professional, technical, and field staff. Incumbents assigned to this class are also expected to supervise the work of consulting staff on large and/or complex projects.

**ESSENTIAL FUNCTIONS**

Duties may include, but are not limited to, the following:

- ◆ Assist in planning, organizing, evaluating and participating in the functions and activities of Engineering and Public Works including design, project management, plan review, and capital improvement projects.
- ◆ Determine scope of engineering projects; prepares requests for proposals and contracts for consulting services; review plans of consulting engineers and private contractors; make technical engineering decisions, and establish technical criteria and standards.
- ◆ Coordinate the construction inspection of projects; ensures conformance with contract plans, specifications, and applicable codes; approve progress payments; approve change orders as needed.
- ◆ Calculate the quantity, quality and cost of materials; prepares plans and specifications related to assigned projects.
- ◆ Negotiate right-of-way agreements, professional services agreements, and cooperative project agreements with other agencies.
- ◆ May provide direct supervision to professional and technical engineering staff; participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.

**PRINCIPAL CIVIL ENGINEER**

- ◆ Participate in the development and implementation of goals, objectives, policies and priorities related to Engineering and Public Works.

- ◆ Assist in resolving work problems and interpret administrative policies to subordinates, other departments, consultants, contractors and the public.
- ◆ Assist in coordinating Engineering and Public Works activities with those of other departments and outside agencies and organizations.
- ◆ Respond to requests for environmental reviews; secures appropriate permits from regulatory agencies for assigned projects.
- ◆ May assist the Public Works Director/City Engineer in planning of work schedules and determining of project assignments; assists in prioritizing infrastructure improvements and maintenance needs of city facilities.
- ◆ Provide information to the public; respond to and resolve citizen inquiries and complaints.
- ◆ Communicate clearly and concisely, both verbally and in writing.
- ◆ Assume the duties and responsibilities of the Public Works Director/City Engineer in his/her absence.

## **QUALIFICATIONS GUIDELINES**

### Education, Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

- ◆ Five years of increasingly responsible professional civil engineering experience including three years of lead supervisory and project management responsibility.

#### Education:

- ◆ A Bachelor's Degree from an accredited college or university with major course work in civil engineering or a related field.

### Knowledge and Abilities

#### Knowledge of:

- ◆ Principles and practices of civil engineering and project administration.
- ◆ Pertinent federal, state and local rules, regulations and ordinances.
- ◆ Methods, materials, and techniques used in the construction of public works projects.

## **PRINCIPAL CIVIL ENGINEER**

**Page 3**

- ◆ Recent developments, current literature and sources of information regarding civil and structural engineering.
- ◆ Principles and practices of project management.

- ◆ Principles and practices of budget preparation.
- ◆ Principles of supervision, training and performance evaluation.

Ability to:

- ◆ Manage large and complex engineering projects including supervision of professional, technical and consulting staff.
- ◆ Ensure project compliance with federal, state and local rules, laws and regulations.
- ◆ Coordinate phases of major construction projects and prepare progress reports.
- ◆ Conduct comprehensive engineering studies and prepare reports with appropriate recommendations.
- ◆ Make engineering design computations and check, design, and prepare engineering plans.
- ◆ Perform technical research and solve difficult engineering problems.
- ◆ Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- ◆ Prepare and maintain comprehensive records and prepare technical reports and recommendations.
- ◆ Prepare and monitor a project budget.
- ◆ Supervise, train and evaluate assigned personnel.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships with those contacted in the course of work.

Special Requirements

- ◆ Possession of a Certificate of Registration as a professional civil engineer in the State of California.
- ◆ Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Adopted: 6-29-99

[City of Solana Beach](#)  
[Associated Benefits](#)