

CLASS SPECIFICATION



CLASS: Principal Engineer
ALLOCATION: Community Development & Services Agency
FLSA STATUS: Exempt
UNION AFFILIATION: N/A - Management

ESTABLISHED: November 2007
REVISED: April 2014

JOB SUMMARY:

Under general direction, supervise and manage the activities of staff engaged in varied and difficult professional and technical engineering functions, such as, the County's land development, water resources, or capital projects functions. Responsibilities include providing professional civil engineering expertise, in addition to planning, organizing, directing and coordinating the projects and day-to-day activities for an assigned area; train, supervise and evaluate subordinate staff and perform related work as assigned. Duties may vary somewhat, depending on the area of assignment; however, all positions are characterized by the need for program planning, coordination and evaluation and the necessity to direct the work of staff. Incumbents are fully qualified to perform all duties specified as a Professional Engineer by the State of California.

This is the management level in the civil engineering series.

CLASS CHARACTERISTICS:

This position reports directly to the Assistant Public Works Director on all critical engineering functions. This class is distinguished from Assistant Public Works Director in that the latter exercises overall management responsibility for all departmental activities and functions under the direction of the Public Works Director.

EXAMPLES OF DUTIES:

Essential:

- Plan, organize, assign and administer the programmatic, administrative and operational responsibilities within the area of assignment; monitor and evaluate the work activities to ensure compliance with all local, state and federal mandates and guidelines.
- Manage and evaluate the divisions work activities, projects and programs; assign work and set priorities; monitor progress to ensure timely and efficient operations and participate in long-range plans.
- Participate in the selection of staff; plan, organize, supervise, review, train and evaluate the work of professional, technical and/or support staff; ensure effective morale and productivity and discipline of departmental staff.
- Direct a variety of road, bridge, flood control, and other public works projects, including maintenance and retrofit projects.
- Coordinate and administer all aspects of the County's Stormwater Management Program to ensure compliance with the Small MS4 General Permit.
- Coordinate and administer all aspects of the County's Floodplain Management Program including FEMA elevation certificates and the Community Rating System.
- Conduct feasibility and cost studies; recommend alternative approaches, including the use of contract services and the incorporation of new methods and materials.
- Review plans and inspect projects; provide engineering design and code information and ensure that designs meet accepted industry and legal standards.
- Directly participate in the work of the division particularly with extremely complex, difficult or politically sensitive situations.
- Plan, organize, direct, review and evaluate the design, construction and inspection of flood control, storm water management, water resources and other related projects.
- Interpret and explain complex and technical laws, codes and regulations and provide information related to Public Works Engineering activities; receive and respond to complaints and recommend corrective action as necessary.
- Develop and administer professional services or construction project contracts.
- Initiate and maintain professional relationships with other departments, businesses, local community and other professional organizations.
- Prepare a variety of written communications, including analytical reports and correspondence; direct the preparation of maps, plans and graphic materials.

- Make oral and graphic presentations or prepare materials for presentation to boards, commissions and community groups; answer questions, provide information and assistance to the public.
- Use computers and software programs for various technical modeling, calculation, database, mapping, computer-aided drafting and similar engineering applications.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use standard office equipment, including a computer, in the course of the work; drive a motor vehicle to attend meetings and inspect project sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training and discipline.
- Basic business management principles involved in strategic planning, resource allocation, leadership techniques, production methods and coordination of people and resources.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of supervision, training and personnel management.
- Principles and practices of project planning, development and evaluation.
- Principles, methods and materials used in land development and in the design and construction of roads, bridges, facility and/or building design and construction.
- Project design and management principles and techniques.
- Principles and practices of materials and soil analysis and materials testing, including as they apply to levees and other earthen structures.
- Basic surveying principles and practices.
- Statistical analysis and mathematical concepts related to the engineering process.
- Terminology, symbols, methods, techniques and instruments used in engineering graphics and drafting.
- Applicable laws, codes and regulations.
- Safety principles and practices related to the work.
- Computer applications related to the work.

Skill in:

- Training, supervising and evaluating employees effectively.
- Motivating, developing, and directing people as they work, identifying the best people and resources for the job.
- Planning, managing, supervising, directing, coordinating and evaluating the work of staff and contracted personnel.
- Managing one's own time and the time of others.
- Monitoring and assessing the performance of one's self, other individuals, or programs to make improvements or take corrective action.
- Researching, analyzing and summarizing engineering data both manually and with computer applications.
- Interpreting maps, plans and specifications, graphs and statistical data.
- Making complex engineering calculations quickly and accurately.
- Understanding and applying federal, state and local laws, regulations, policies, procedures and standards pertaining to engineering and construction.
- Performing technical and detailed engineering design, computer modeling and related project development.
- Serving as the on-site project administrator for a variety of engineering field projects.
- Representing the County or agency effectively in meetings with developers, contractors, representatives of business, community and professional groups and the public.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Develop constructive and cooperative working relationships with others and maintain them over time.
- Organize, plan and prioritize work, developing specific goals and plans to accomplish work in a timely manner as established by regulations and local policy.
- Initiate project tasks with minimal direction.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Drive a motor vehicle in order to reach inspection sites and attend meetings.
- Mobility to inspect construction sites involving trenches, embankments and uneven terrain.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Typical office environment.
- Residential, commercial, or industrial properties or other facilities under construction.
- Exposure to potential hazards at various construction sites.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- Possess a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.
- Registration as a Civil Engineer in the State of California.
- Maintain professional development and continuing education activities for valid certification as required by the position.
- Certified Floodplain Manager desirable.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Attend meetings outside of normal working hours.
- DMV printout prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's degree from an accredited college or institution with major course work in civil engineering or a closely related field and four years of civil engineering experience.

PREFERRED: In addition to the minimum, an advanced degree in civil engineering and up to five years of professional civil engineering experience in the design and construction of roads, bridges, drainage structures, and related Public Works facilities with at least two years in a supervisory or management capacity.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Public Works Approval: Mike Lee
Date:

EEOC: B
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____