

CITY OF HERMOSA BEACH
Class Specification

SENIOR ENGINEER



DEFINITION

Under general direction, the Senior Engineer plans, directs, and coordinates, through subordinates, a variety of complex professional civil engineering assignments and other related duties.

EXAMPLES OF DUTIES

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

- Performs a variety of difficult and complex professional civil engineering functions involved in the planning and design of projects, department programs, and activities;
- Lead, mentor, and review the work of staff responsible for performing professional engineering work and administrative functions;
- Monitors activities of the work unit;
- ~~R~~ecommends staffing needs for assigned activities and projects;
- ~~r~~ecommends improvements and modifications and prepares various ~~R~~eports on activities and projects;
- ~~R~~ecommends and assists in the implementation of goals and objectives;
- ~~I~~mplements policies and procedures.
- Manages the preparation, and performs technical review, of engineering plans, specifications, construction estimates, and construction bid documents for public works projects.
- Performs, and oversees, the inspection of work in the field by contractors, developers, and utility providers.
- Issues permits as required and ensures compliance and conformance with scope of work standards and specifications.
- Assists with, planning, budgeting, and administration of the city-wide Capital Improvement Program, Public Works operating budget, and associated projects;
- Oversees the development, advertising, and selection process for professional services, and construction contracts;
- ~~E~~valuates proposals and recommends project award;
- ~~N~~egotiates and administers contracts after award;
- ~~E~~nsures consultant/contractor compliance with City standards, specifications, and budget;
- Prepares staff reports, and presentation materials, for City Council, Public Works Commission, and other public meetings and represents the City as required.
- Performs special engineering studies and prepares technical reports;
- Responds to and address traffic requests from the general public.
- Responds to, and resolves, difficult inquiries and complaints from the general public, property owners, contractors, and others regarding Public Works projects and activities;
- May participate in the administration of special assessment and improvement districts;
- Prepares and checks legal descriptions for deeds, easements, and rights-of way;

- Coordinates assigned activities with other divisions, departments, and outside agencies;
- ~~A~~ttends and participates in professional group meetings;
- Seeks, and applies outside funding for City projects;
- ~~A~~dmistrates funding and reporting requirements as needed.
- Research projects for design requirements and maintains awareness of new trends and developments in the field of engineering.

QUALIFICATION GUIDELINES

Knowledge, Skills & Abilities:

Knowledge of: Advanced principles and practices of engineering as applied to public works programs, activities, and services, including planning and development, design, construction, and operations; Procurement, and administration, of professional services and construction contracts; Principles and practices of project management, engineering administration, and construction management; Applicable federal and State laws and regulatory codes and requirements relevant to public works procedural activities and civil engineering design and construction; Applicable safety and health regulations and City rules and regulations, policies and procedures.

Ability to: Direct and supervise the technical and administrative work of staff and consultants; Perform complex professional engineering duties involved in the design, development and construction management of a variety of capital improvement projects; Serve as the project manager on complex Capital Improvement Projects; Prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets; Possess excellent organizational skills and ability to manage multiple projects with competing deadlines; Perform complex engineering computations and make recommendations for the solution of engineering problems; Prepare and administer grant funds; Respond to questions and inquiries from a variety of sources regarding department functions; Operate computer hardware and use word processing and spreadsheet software and electronic permitting applications as required. Communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Bachelor's degree from an accredited college or university in civil engineering or a closely related field is required. Seven years increasingly responsible experience in professional civil engineering work in Public Works or municipal engineering. Supervisory experience is preferred.

Licenses/Certificates: Possession of a valid Class C California Driver's License with a safe driving record is required or the ability to get from point to point for meetings and trainings. Possess and maintain a valid certificate or registration as a Professional Civil Engineer in the State of California.

In accordance with California Government Code Section 3100, City of Hermosa Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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 job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Approved by the Civil Service Board: [02/15/23](#)

Approved by the City Council: [06/28/23](#)