



## CITY OF BANNING, CALIFORNIA

### Senior Civil Engineer

Job Code: 4350

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general direction of the Public Works Director, performs complex professional engineering work related to the planning, design and construction phases of capital improvement projects, including water and wastewater.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES (Depending on Area of Assignment):** Lead, supervise, plan, coordinate, and manage the Engineering Division; review and recommend for approval all subdivision maps, grading and erosion control plans, and developer public improvement plans; issue encroachment permits for construction work within the City's public right-of-way; administer the National Flood Insurance program, and Capital Improvement Projects (Water, Wastewater, Streets, Storm Drains, Parks, Airport and Public Buildings), Community Facilities and Landscape Maintenance Districts; maintain utility plats showing water, sewer, recycled water, and storm drain facilities; provide public access for all City drawings, deeds, maps assessment district diagrams, aerial photos, and utility drawings, and manage GIS mapping updates and maintenance; perform special studies; meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations, and engineering standards and procedures; coordinate discrepancies and resolve problem situations with outside parties, oversee land and easement acquisition activities; supervise the preparation, updating and maintenance of maps and records, and prepare and/or review improvement agreements; interpret, apply, and prepare revisions as appropriate for relevant codes, ordinances, rules and regulations; develop and administer assigned division budget, administer and/or oversee consultant and other contracts, provide technical review and approval of all payments and billing for contracted services, and track division costs; coordinate engineering activities with other City departments and divisions as appropriate; serve as staff to a variety of City and outside commissions, boards and committees as assigned; supervise, train, and evaluate assigned professional, technical, and clerical staff; conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses and ensure adherence to codes, applicable laws, regulations and guidelines relating to engineering activities.

Administer Department operations and maintenance contracts, such as the wastewater treatment plant operation; manage the review and plans for inspection of water and wastewater related public improvements constructed by private developments; confer with developers and others to resolve issues relating to public improvement requirements for residential, industrial, and commercial developments; direct the preparation of a variety of studies and reports relating to current and long-range City water and wastewater capital improvement needs and develop specific proposals to meet them; prepare Requests for Proposals involving water and wastewater projects; provide input for the preparation and administration of the Department's budget and monitor the production of the groundwater basins and the operations of the water wells.

Performs other duties as assigned or required.

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### **KNOWLEDGE and ABILITIES:**

- Knowledge of applicable City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of bookkeeping and/or accounting principles.
- Knowledge of research methods and procedures.
- Knowledge of engineering principles and methods and trends.
- Knowledge of practices in public improvement projects.
- Skill in reading, understanding, interpreting and applying relevant City, County, State and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in operating a personal computer, utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Civil Engineering, or related field with Certification as a Professional Engineer **AND** five (5) years of civil engineering experience. A Master's Degree is desirable.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain registration as a Professional Engineer. Must possess and maintain a valid California driver's license. May occasionally be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.