



Town of Moraga

Senior Civil Engineer (Stormwater)

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established: New
Revised: June 28, 2021
Employee Group: Mid-Management/Professional
FLSA Status: Limited Term, Provisional, Exempt

CLASSIFICATION DESCRIPTION

Purpose

A limited term, provisional appointment position for a Senior Civil Engineer to administer and manage the Town of Moraga storm drainage projects for a limited term, not to exceed 3 years. Under minimum supervision, the position provides journey level engineering assistance to the Town by managing the Town's storm drainage projects at all stages of investigation, planning, permitting, grant administration, design, bidding, construction, warranty, and maintenance; providing professional engineering oversight; assisting in the development, coordination, and management of storm drainage initiatives including video surveillance and inspection of existing infrastructure; and performs related duties as required.

Distinguishing Characteristics

This class is the journey level in the professional engineering series. Incumbents may provide lead direction for engineering activities and perform highly specialized and difficult engineering functions. The work may involve projects that require considerable technical knowledge and independent judgment. The Senior Civil Engineer class is distinguished from the Associate Engineer by the greater complexity of assignments received and by the greater independence with which to perform.

Equipment, Methods and Guidelines

Uses Federal, State, County and local laws, policies, procedures, practices, construction management and civil engineering standards, standard plans and specifications; computer software programs and their capabilities and limitations; programmable calculators, motor vehicle, and engineering and survey equipment. Uses knowledge of Federal grant funding regulations and requirements, and FAR compliance. Uses knowledge of asset management and reliability centered maintenance standards, practices and procedures. Uses knowledge of federal and State of California permitting regulations, standards, practices and procedures, in particular as they relate to storm drainage improvements, such as CWA, NPDES, Section 401, Section 404, and Section 1602. Uses knowledge of the management and supervision principles and practices; project management, construction management, scheduling, and budgeting; public contracts code and contracts; and surveying principles, equipment, and practices.

Working Conditions

Work is conducted primarily in an office setting, but includes trips to other agencies and offices, visits to proposed and actual construction sites, and visits to sites of storm drainage issues. May involve entry into large culverts or confined spaces. Work involves attendance at meetings held during the regular workday and in the evenings and may include occasional out of town travel.

Physical Demands

Attendance at evening Town Council or public meetings following a normal workday are possible, and may require stamina, as well as heightened speech, hearing and vision. Site visits and office setting may involve stooping, crawling, climbing and balance. May involve entry into confined spaces.

Supervision Received and Exercised

Receives general direction from the Public Works Director/Town Engineer. Directs the work of consultant(s), contractor(s), and staff related to assigned engineering projects and may perform direct supervision of subordinate professional and non-professional staff.

EXAMPLES OF DUTIES

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

1. Assist with developing creeks, drainage and stormwater capital improvement projects by determining short and long- range capital needs; outlining scope-of-work for studies, design, easement acquisition, environmental clearance, permitting, bidding and construction phases; estimating project budgets for staff time, professional services, and construction; and projecting schedules to identify project milestones, meet grant funding deadlines, and balance staff workloads.
2. Attend community meetings to present Town projects or respond to questions regarding creeks, drainage and stormwater projects.
3. Coordinate, supervises and performs responsible engineering design work in connection with municipal public work projects; prepares and supervises the design of engineering plans and specifications for the construction of streets, storm drainage, and other improvements; gathers data, makes calculations, and recommends alternatives.
4. Manage the public bidding process for the creeks, drainage and stormwater construction of capital improvement projects, such as preparing construction contracts for bidding; preparing bid advertisements; issuing addendums to clarify plans and specifications; conducting pre-bid and site meetings with contractors; reviewing and analyzing bid openings for lowest responsible and responsive bidder; and preparing and presenting staff reports for award of contracts.
5. Provide construction management of municipal public work projects; performs routine field inspections, surveys, and testing; informs management of work in progress, operating problems, and potential delays; attends construction meeting; resolves disputes between the Town and contractors; review, negotiates and recommends contract change orders and progress payments; reviews and issues response to RFIs; and reviews and receives archives files, record drawings, warranties, and base maps at project closeout; and prepares and presents staff reports for change orders and project acceptance.
6. Oversee and administers grant funds for creek drainage and stormwater projects on behalf of the Town.
7. Oversee and administers various engineering permit processes; coordinates with outside utility agencies conducting work in the creeks and storm drainage system; and manages compliance of public's maintenance responsibilities of storm drainage conveyance

- systems and creeks.
8. Provide excellent customer service; confers and coordinates with those within or outside the Town staff and provides written and oral responses to a variety of inquiries and problems regarding municipal engineering policies, procedures, and standards.
 9. Assign and monitor work activities to ensure safe work practices, work quality, and accuracy; participates in the selection and training of engineering personnel; and assists with motivating, evaluating, and disciplining assigned personnel.
 10. Assist with periodic non-routine assignments such as federal, State and local grant application, monitoring, and reimbursement processes; special studies and master plans; prepares draft technical provisions of ordinances, resolutions, policies, and standards; and environmental monitoring and reporting mandates.
 11. Develop Requests for Qualifications (RFQs) and Request for Proposals (RFPs); participates in the selection of consulting engineers and professional services; negotiates scope-of-work, fees, and schedules; administers and tracks related contracts; and reviews and approves contract work, invoice payments, and contract close-out processes.
 12. May represent the Engineering Division in the Town Engineer's absence; attends and makes presentations before the Town Council, Town Committees, and other public and private groups; and coordinates activities between divisions and departments.

QUALIFICATIONS

Knowledge and Abilities

- Thorough knowledge of the principles and practices of civil engineering.
- Skill at listening, responding to appropriate input, and revising project designs to reflect concerns and suggestions from other Town staff, appointed officials, and community members.
- Thorough knowledge of the materials, methods, and techniques in the supervision, design, and construction of public works projects.
- Extensive knowledge of public works related local, State, and Federal laws.
- Monitor and manage engineering programs, activities, goals, and objectives.
- Knowledge of the principles and practices of management and supervision.
- Knowledge of techniques for effectively representing the Town in contacts with the public, architects, engineers, developers, contractors, community groups, and representatives of various agencies.
- Skill in computers and various software applications.
- Skill in communicating effectively in English both orally and in writing.
- Skill in establishing and maintaining effective working relationships with others.
- Ability to analyze and recommend solutions to complex engineering problems.
- Ability to determine priorities and manage multiple tasks, often with competing deadlines.
- Ability to understand, interpret and apply complex guidelines.
- Ability to effectively utilize computer applications and technology related to the work.

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. Generally, this will require:

- Experience: Six (6) years of increasingly responsible professional engineering experience involving capital improvement projects, and stormwater engineering. Project management and municipal engineering experience desired.
- Education: Bachelor of Science Degree from an accredited college or university in Civil,

Structural, or related engineering curriculum.

License or Certificate

Failure to possess or maintain the valid required registration and license shall result in discipline up to and including termination of employment. This classification requires the ability to travel independently within and outside of Town limits.

- Registration as a Civil Engineer issued by the California State Board of Professional Engineers, Land Surveyors, and Geologists.
- A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.