



CITY OF ELK GROVE
invites applications for the position of:

Senior Civil Engineer

SALARY: \$48.34 - \$64.78 Hourly
\$3,866.85 - \$5,182.50 Biweekly
\$8,378.17 - \$11,228.75 Monthly
\$100,538.00 - \$134,745.00 Annually

OPENING DATE: 09/22/21

CLOSING DATE: 10/15/21 05:00 PM

DESCRIPTION/SPECIAL INSTRUCTIONS:

The City of Elk Grove is looking to fill a Senior Civil Engineer position. The current vacancy is within the **Capital Improvement Program Division**. Engineers with relevant experience in this professional area are encouraged to apply. The Capital Improvement Program Division is responsible for the planning, oversight, and delivery of the City's Capital Improvement Program.

The annual salary range for the incoming Senior Civil Engineer, Capital Improvement Program, is subject to City Council Approval.

The ideal candidate will have knowledge of applicable engineering experience; excellent project management and technical abilities; and knowledge of pertinent local, state, and federal rules, regulations, and laws. To be successful in this position, the ability to analyze budget and technical reports, problem-solve to resolve department related issues, and identify alternative solutions is essential. Strong oral and written communication skills, customer service and collaboration skills to effectively interface with internal and external clients, including contractors, fellow engineers, other departments, members of the public, as well as governing boards or councils is essential in this role.

Capital Improvement Program Division

The selected candidate will have experience in a variety of professional engineering assignments in design development and delivery of public works infrastructure projects, requiring expertise in multiple civil engineering-related functions; knowledge of architectural and facility project development, principles and practices of planning, design, and construction as applied to public works projects; is experienced with processes and procedures associated with federal and state funding requirements, and applicable federal and state laws and standards governing construction of public works projects; and the ability to develop and manage public works consultant contracts. This position requires experience working on infrastructure design, including developing and reviewing construction plans, specifications, and engineer's cost estimates. Experience preparing grant applications; CEQA, NEPA, and right-of-way acquisitions; utility relocation and development; and experience developing or overseeing public outreach plans for capital projects is highly desirable.

If you want to join a dedicated team that shares a commitment to keep the City of Elk Grove safe and efficiently run, consider a career with the City of Elk Grove Public Works Department.

For more information about the City of Elk Grove Capital Improvement Program, and to read the Capital Improvement Program 5-Year Plan, visit the City's website at [Capital Improvement Program - City of Elk Grove \(elkgrovecity.org\)](https://www.elkgrovecity.org/Capital-Improvement-Program-City-of-Elk-Grove).

The City of Elk Grove is an equal opportunity employer and is committed to creating a work environment in which all individuals are treated with respect and professionalism.

EXAMINATION INFORMATION:

Qualified candidates will be invited to participate in a structured oral examination tentatively scheduled for the week of October 25, 2021.

Under general direction of the Public Works Division Manager, the Senior Engineer participates in the conduct of complicated civil engineer planning, design, and assessment activities; develops plans; inspects sites and assists in problem resolution; coordinates engineering related activities with other City departments, consultants and outside agencies; conducts engineering planning studies and prepares grant applications.

DISTINGUISHING CHARACTERISTICS:

The Senior Engineer is the advanced journey-level position that performs the most complex professional civil, electrical, or mechanical engineering work requiring a substantial level of professional training. Incumbents may also lead professional and technical personnel on a team or project basis. Assignments require exercising independent judgment and initiative in scheduling, assigning, and coordinating the work with that of other units, referring only unusual or highly-complex problems.

The Senior Engineer is distinguished from the Civil Engineer class in that the former serves as project or team leader and performs the most complex and highly skilled engineering work while the latter is the journey level in the registered engineer series.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provides management oversight to consultant engineers in the development of plans and specifications, studies and reports; reviews plans, specifications, contract documents and other reports and documents prepared by consultants, to ensure compliance with applicable codes, policies and procedures.
2. Develops, plans, and estimates work for the construction of public works projects; inspects project sites, assists in solution of difficult problems; interprets specifications and City policy.
3. Initiates and conducts engineering planning studies to identify public works facilities; reviews and participates in the preparation of environmental assessments and studies; prepares periodic project status reports; checks private building plans for compliance with City building codes and ordinances
4. Oversees and reviews plans, specifications, contract documents and other reports and documents to ensure compliance with applicable codes, policies and procedures.
5. Checks computations and specified materials for accuracy and conformance with regulations; reviews and makes recommendations on technical reports and studies.
6. Acts as "engineer in responsible charge" on assigned projects, may approve and sign off on drawings and project documents.
7. Serves as staff to a variety of City commissions, boards and committees on public works engineering matters; coordinates engineering related activities with other City departments, divisions, consultants and with outside agencies.
8. Prepares various applications for State and Federal grants; assists in the preparation and

administration of budget and capital improvement plans.

9. Conducts meetings and makes presentations to Council, Commissions, committees, approval agencies, staff and the public for the purpose of providing accurate information, explaining policies, and providing recommendations and/or solutions.

10. Build and maintain positive working relationships with coworkers, other City employees, and the public using principles of good customer service.

11. Performs related duties as required.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of engineering planning, design, and construction as applied to public works projects, utility systems, and/or private development projects.

Principles of land use planning, CEQA and NEPA requirements.

Pertinent local, State and Federal rules, regulations and laws. Modern office procedures and computer equipment and software such as AutoCAD, GPS, GIS, Arcview, ArcInfo and software related to specific department operations.

Principles and practices of organizational analysis and management. Budgeting procedures and techniques.

Ability to:

Organize and direct the projects of the Public Works Department

On a continuous basis, analyze budget and technical reports; know laws, regulations and codes; problem-solve department related issues; remember various rules and procedures; and explain and interpret policy.

Perform the most complex work of the assigned department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

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

Experience:

Four years of progressively responsible experience in professional engineering work including project management experience.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a current certificate of registration as a Professional Civil Engineer in California.

PHYSICAL DEMANDS AND WORK 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 and locations; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

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 motorized equipment and vehicle; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; 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.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.elkgrovecity.org>

8401 Laguna Palms Way
Elk Grove, CA 95758
916-478-2230

elkgrovejobs@elkgrovecity.org

Position #09 22 21 ch
SENIOR CIVIL ENGINEER
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Senior Civil Engineer Supplemental Questionnaire

- * 1. Briefly describe your project management experience and why project management is a critical skill of a Senior Civil Engineer in the delivery of capital projects.

- * 2. Briefly describe your experience managing consultant or subconsultant contracts?

- * 3. Briefly describe your experience preparing or reviewing plans, specifications, and estimates?

* Required Question