



CITY OF FONTANA

SENIOR CIVIL ENGINEER

\$8,184 - \$9,949 mo. + excellent benefits



DEFINITION: Under direction from the Principle Civil Engineer and/or City Engineer, plans, organizes, and supervises, trains, and evaluates professional and technical engineering staff and their work within an assigned group; and to perform a variety of technical tasks relative to assigned area of responsibility. **Possession of a valid Certificate of Registration as a professional civil engineer in the State of California or the ability to obtain within a six-month period is required. Candidates with a Professional Land Survey (PLS) License and experience in government project management are highly preferred.**

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Assist in the development and implementation of goals, policies, procedures and priorities.
- Provide professional and technical engineering support services relative to assigned area of responsibility, **specifically map and deed review and right-of-way acquisition** and represent the Engineering Division as necessary at public meetings.
- Oversee and participate in the review and **plan check** of all private development proposals including subdivision and parcel maps and related improvement plan; recommend for or against approval.
- Interpret and apply relevant codes, ordinances, resolutions, rules and regulations.
- Prepare and/or review improvement agreements, prepare requests for proposals and contracts for consulting services.
- Supervise the preparation, updating and maintenance of maps, plans and records.
- Prepare and oversee the preparation of engineering designs, specifications and cost estimates for a wide variety of capital improvement projects.
- Check plans **and maps** for accuracy, suitability, and completeness and make recommendations for revision and improvement.
- Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations and procedures; coordinate discrepancies and problem situations with outside parties.
- Administer and/or oversee the administration of contracts; review and approve all payments and billings for contracted services.
- Oversee and participate in the review of projects under construction in the field; coordinate the activities of the inspection unit; resolve complaints and problems in the field as necessary.
- Coordinate activities with other divisions and departments as appropriate; Serve on a variety of City and outside commissions, boards and committees as assigned.
- Conduct special engineering studies relative to assigned areas of responsibility; prepare appropriate reports and analyses.
- Supervise, train and evaluate assigned professional and technical staff.
- Interpret and apply applicable codes, ordinances, rules and regulations related to development and construction. Interpret, review and analyze development proposals, plans and specifications.
- Make complex engineering computations and check, design and supervise the contraction of a variety of public works projects.
- Perform professional and technical support services relative to assigned area of responsibility, **including review and approval of tentative maps and right-of-way coordination.**
- Prepare specifications and write technical reports; Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with developers, contractors, engineers, City staff and the general public.
- Employee must perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of: Principles and practices of Engineering, with particular emphasis on long range planning and capital improvement programs; pertinent Federal, State and local laws, codes and regulations; recent developments, current literature and sources of information regarding Engineering; principles and practices of budget preparation and administration; principles and practices of project management; principles and supervision, training and performance evaluation; and principles and practices of grant administration. **EXPERIENCE: Four (4) years** of increasingly responsible professional engineering which including significant supervisory and project management responsibility. **EDUCATION: Bachelor's degree** from an accredited college or university with major coursework in Engineering or a closely related field. **LICENSES/CERTIFICATIONS:** Possession of a valid Certificate of Registration as a professional civil engineer in the State of California or the ability to obtain within a six month period. Possession of, or the ability to obtain, an appropriate, valid California driver's license.

APPLY: Applications available online at www.fontana.org/jobs or in person at the Human Resources office. Resumes will not be accepted in lieu of a City application packet. Facsimiles or postmarks not accepted. All applicants will be notified of the selection process via e-mail.

CLOSING DATE: Thursday, May 23, 2019 at 5:00 p.m.