

City of San José
CLASS SPECIFICATION

Title: Senior Engineer (3815)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Exempt

CLASS SUMMARY

Under general direction, performs a variety of professional and supervisory assignments by planning, directing and participating in the work of engineering and/or technical personnel reviewing complex professional plans and calculations to ensure compliance with uniform codes, engineering principles, Federal, State and local ordinances and regulations. Leads, participates in, and delivers a wide variety of multi-discipline City infrastructure and engineering projects and programs. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the fourth level professional class in the Engineering series. An incumbent in this class reports to a Division Manager and supervises the work of lower level professional and sub-professional engineering classes. The incumbent in this class functions as a manager of a section of a division and assumes broad responsibility in the fields of planning, implementing and monitoring programs and projects. The Senior Engineer class is distinguished from the Associate Engineer class in that Senior Engineer is responsible for management of an engineering section or unit.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

A Bachelor's Degree from an accredited college or university in the required professional engineering discipline and five (5) years of progressively responsible professional engineering experience.

Required Licensing (such as driver's license, certifications, etc.)

- Certificate of Registration in a relevant professional engineering discipline. All plan reviewer positions in the Building Division require registration as a Civil Engineer or Architect with the State of California.
- Possession of a valid State of California's driver's license may be required.
- When assigned to the Planning Division, possession of a valid Building Plan Examiner certification from the International Code Council (ICC) within 6 months of employment.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.

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- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking – Approaches a problem or situation by using a logical, systematic, sequential approach.
- Decision Making - Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Initiative – Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Leadership – Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance)

- A Master's degree is highly desirable.
- When assigned to the Fire Department, possession of a valid International Code Council (ICC) certification as a Fire Plans Examiner or Fire Inspector is highly desirable.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Plans, prioritizes, assigns, supervises and evaluates the work of professional, technical and other engineering and non-engineering staff involved in the performance of field and office engineering functions.	Daily/Several Times

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
2.	Designs and prepares, and/or supervises the preparation of, and/or reviews and approves plans, specifications, calculations and estimates for building facilities and other structural/civil public works projects and activities such as streets, drainage structures, utility facilities, improvements or development, and other projects; researches project design specification requirements and project delivery methods.	Daily/Several Times
3.	Coordinates project design and development with outside consultants; prepares requests for proposals for services; establishes conditions of contract approval; assists in the selection of consultants; coordinates and evaluates consultants' work; reviews and recommends acceptance of invoices and processes progress payments; prepares periodic reports.	Daily/Several Times
4.	Understands, promotes and supports the City Service Area's Business Plans and the core services of the Department.	Daily/Several Times
5.	Acts as design and development team leader for engineering public works projects within assignment; plans, administers, schedules, and oversees design and construction projects or maintenance rehabilitation projects; prepares estimates of time and material costs; coordinates and monitors project progress to ensure timely progress of all phases of the project; provides technical direction, inspection and final acceptance for new construction and maintenance; prepares technical reports and correspondence.	Daily/Several Times
6.	Serves as a technical resource in assigned engineering area; participates in the development of standard engineering specifications, criteria and policy and procedure statements on engineering matters; provides technical advice to field operations, other City departments, and the general public in the interpretation of City ordinances, policies, regulations, and procedures as required.	Daily
7.	Prepares feasibility reports and directs studies and research for new or modified engineering programs and/or projects; directs efforts to solve engineering problems.	Daily
8.	Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors budget and controls expenditures for projects during the development, design and construction phases.	Weekly
9.	Participates in the selection of staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.	Weekly
10.	Coordinates City capital improvement or maintenance projects with other City departments, engineers, consultants and maintenance personnel; assists other City departments in preparing capital projects; coordinates with other public agencies and utility companies for orderly planning, scheduling, and construction; meets with professional and business groups; confers with elected and appointed officials, citizen groups and the general public.	Weekly
11.	Revises operations and maintenance manuals as required.	Intermittent
12.	Acts in the absence of the Division Manager.	Intermittent
13.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

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PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to field inspection, possess ability to:

- Work in and inspect changing site conditions and work in progress;
- Perform light to medium physical work, including climbing/descending ladders;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, inclement weather conditions, road hazards, vibration, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants;
- Lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment.

CLASSIFICATION HISTORY *Created 8/80, Rev. 8/93, Rev. 12/96, Rev. 11/01, Rev. & Ret. 6/02, Rev. 09/17; s0005*