

**City of San José**  
**CLASS SPECIFICATION**  
**TITLE: Principal Engineer/Architect (3820)**

<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Deputy Director	<b>FLSA STATUS:</b> Exempt

**CLASS SUMMARY**

Plans, organizes, coordinates and directs the activities for the implementation of an assigned major engineering, architectural, construction, or other related technical project or program or acts as a high level technical advisor. Supervises professional and sub-professional engineering staff. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the fifth-level professional class in a five-class series. An incumbent in this class reports to a Deputy Director and acts as a high level technical advisor on projects or programs or directing the activities for the implementation of major projects and programs. Incumbents in this class act as individual contributors, providing high level technical advice on projects or programs and/or directing the activities for the implementation of major projects and programs. This class is distinguished from the lower-level Senior Engineer, which typically functions as a manager of a Section of a Division rather than the manager of a major, large-scale project or program and does not act as a high level technical advisor on major projects and programs. Sr. Engineers are generally assigned to positions as managers rather than positions as individual contributors. While a Senior Engineer assumes broad responsibility in the fields of planning, implementing and monitoring projects, the Principal Engineer represents the Department in implementation of major projects or programs and has responsibility for final approval of all projects. This classification is distinguished from the classification of Division Manager, in that the latter classification has full management responsibility for a Division, and is not assigned as a project or program manager with technical expertise in one given field.

**QUALIFICATIONS**

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

**Minimum Qualifications**

**Education:** Bachelor's degree from an accredited college or university in the required professional discipline.

**Experience :** Eight (8) years of progressively responsible, directly related professional experience, including at least three (3) years of experience at a level equivalent to Senior Engineer or Senior Architect.

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

- Possession of a Certificate of Registration in the required discipline.
- Possession of a valid California's driver's license may be required.

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**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 Knowledge, Skills and Abilities**

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

Knowledge of:

- Principles and practices of the required professional discipline.
- Federal, State and local regulations pertaining to the products of the required discipline.
- Principles and practices of management, supervision and training.
- Design and construction document development.
- Research methods
- Computer programs and hardware required for the effective production and management of the engineering and management products.

Ability to:

- Deal effectively and tactfully with other professionals, elected officials, contractors, consultants and the general public.
- Communicate clearly and concisely, both orally and in writing.
- Plan, assign and direct the preparation of complex plans, reports and recommendations.
- Develop effective policies and procedures.
- Prepare concise cost-estimates and monitor budgets.
- Review and evaluate submitted plans and designs.

**Desirable Qualifications**

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- A Master's degree from an accredited college or university in a related discipline
- At least one year of experience managing a major technical project or program

<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (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:	<b>FRE-QUENCY*</b>
1.	Oversees engineering/architectural or other technical research; directs the collection of field data; reviews, analyzes, and prepares recommendations to Senior and Executive staff regarding project and/or program scope or objectives	Continuous
2.	Consults with Senior and Executive staff, contractors, other departments, and consultants to plan, design and construct major engineering/architectural or other technical projects. Acts as the City's expert in a particular discipline (i.e. Structural, Electrical, Mechanical, etc.) as required.	Frequent

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3.	Supervises engineering/architectural and other professional and sub-professional project staff engaged in a variety of large-scale technical, engineering, architectural or construction projects and/or programs. Supervisory duties include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations and any other recommendations related to the change in status of employees. May also coordinate and supervise the work of project teams comprised of individuals in a variety of organizations or agencies in order to achieve desired results.	Continuous
4.	Makes detailed analyses of proposed projects for the economic benefit and the practical engineering/architectural issues.	Occasional
5.	Reviews, approves, signs, and seals plans, calculations and specifications.	Occasional
6.	Negotiates and administers contracts and agreements with consultants, vendors, agencies and contractors.	Occasional
7.	Directs and coordinates the preparation of cost estimates and project and/or program budgets; monitors budgets and schedules for performance.	Frequent
8.	Represents the Department on boards and commissions, and to outside agencies, professional and business groups.	Occasional
9.	Confers with elected and appointed officials, citizen groups and the general public to explain engineering or technical projects and/or programs.	Occasional
10.	Understands, promotes and supports the City Service Area's Business Plans and the core services of the Department.	Continuous
11.	Prepares technical reports and correspondence as required.	Occasional
12.	Acts in the absence of the Division Manager, as required.	As Required
13.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* "Continuous" (daily or approximately 20%+), "Frequent"(weekly or approximately 15%+), "Occasional"(monthly or approximately 10%+), "As Required"(Intermittent or 5% or less)

<b>CLASSIFICATION HISTORY</b> Created 8/11; 3820s000
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