

SUPERVISING CIVIL ENGINEER

DEFINITION

Supervises the personnel and activities of the Civil Engineering Unit and confers with school personnel, commissioned architects, and consulting civil engineers on matters related to civil engineering design of District facilities.

TYPICAL DUTIES

Supervises the personnel and activities of the Civil Engineering Unit engaged in: the preparation of civil engineering project scope definition documents, designs, working drawings, and specifications for building and ground improvements, streets, storm drains, sanitary-sewer systems, and irrigation systems; performance of land, topographical, and construction surveying; preparation of tract maps and legal descriptions for property purchases, sales, leases, and easements; and review and approval of plans, drawings, and specifications prepared by commissioned civil engineers and consulting engineers for compliance with regulations and to identify inconsistencies with other architectural and engineering plans and specifications.

Serves as the Engineer of Record for District civil engineering work requiring Division of State Architect (DSA) or other relevant governing agency approval.

Selects the commissioned civil engineers, arranges special work programs and procedures, and supervises the execution of the programs; evaluates proposals on the scope of work and fees; reviews completed work; and recommends payment or nonpayment of partial and final fees.

Consults, advises, and gives technical direction to commissioned architects, structural engineers and their consulting civil engineers on District policies and guides on matters pertaining to civil engineering design.

Prepares or directs the preparation of civil engineering design specifications and standards and maintains civil engineering guides to ensure conformance with applicable codes within the framework of quality, economy, and District policies.

Confers and negotiates with responsible officials of other public agencies concerning the civil engineering aspects of property improvements, such as the design of access routes to school sites, terms for compliance with public regulations, and for vacation of public streets.

Confers with and advises District personnel and utility company officials concerning major changes in the design or location of service facilities.

Consults with and advises maintenance and inspection personnel relative to civil engineering aspects of construction.

Supervises the preparation and maintenance of plot plans and records of boundary lines for school sites and other District properties.

Performs the more difficult civil engineering work.

Develops the District's civil engineering policies and establishes standards for civil engineering work.

Advises District administrators on the qualifications of commissioned civil engineers proposed by commissioned architects or structural engineers.

Prepares the annual budget for street and ground improvement.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Civil Engineer supervises the activities and personnel of the Civil Engineering Unit, assists in the selection and directs the activities of commissioned civil engineers, and represents District interests relative to civil engineering concerns; and serves as the Engineer of Record for District civil engineering work.

A Civil Engineer performs civil engineering planning and design work; provides technical direction to District personnel, commissioned architects, and consulting engineers; and may sign plans and specifications as a registered engineer.

An Associate Civil Engineer performs and supervises civil engineering design and field work performed by District employees and reviews the work of commissioned civil engineers on assigned projects.

SUPERVISION

General supervision is received from a higher level administrator. Supervision is exercised over the staff of the Civil Engineering Unit. Technical direction is given to commissioned civil engineers.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and standard practices of civil engineering
- State and local codes pertaining to civil engineering
- Relationship of civil engineering to the other engineering and architectural features of buildings, including cost and operation comparisons
- Capabilities of a computer-aided design software system
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of project management

Ability to:

- Provide technical review and advice tactfully and effectively
- Comprehend plans and specifications and edit the work of others
- Communicate effectively, both orally and in writing
- Manage multiple projects simultaneously
- Supervise effectively
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies and utility companies

Special Physical Requirement:

- Ability to climb ladders and scaffolds, walk on roofs, and move safely in partially completed buildings and crawl spaces

ENTRANCE QUALIFICATIONS

Experience:

One year of experience as a registered civil engineer in planning, designing and preparing civil engineering designs and specifications for commercial, governmental, or school building projects. One year of supervisory experience is preferable.

Special:

A valid license as a Professional Engineer in Civil Engineering issued by the California Board of Professional Engineers, Land Surveyors, and Geologists.
A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
04-17-25
MHO