

**CITY OF HUNTINGTON BEACH**

**CLASS SPECIFICATION**



**TITLE: PRINCIPAL CIVIL ENGINEER**

**PERSONNEL COMMISSION APPROVAL: JANUARY 9, 2019 (Revised)**

**COUNCIL APPROVAL: SEPTEMBER 5, 2006**

**JOB CODE: 0096**

**EMPLOYMENT STATUS: REGULAR FULL-TIME**

**UNIT REPRESENTATION: MEO**

**FLSA STATUS: EXEMPT**

**JOB SUMMARY**

Under administrative direction, plans, organizes and supervises a work unit of public works engineering.

**SUPERVISION RECEIVED AND EXERCISED**

Reports to: City Engineer, Transportation Manager, or as designated by the Director of Public Works

Supervises: Senior Civil Engineer, Senior Traffic Engineer, Associate Civil Engineer, Assistant Civil Engineer, Senior Engineering Technician, Civil Engineering Assistant, Engineering Technician, Traffic Engineering Technician, Engineering Aide, administrative and/or other personnel as assigned

**DISTINGUISHING CHARACTERISTICS**

Principal Civil Engineer is a management level class requiring a high degree of professional skill and knowledge in administering and evaluating complex engineering programs. Principal Civil Engineer differs from Senior Civil Engineer/Senior Traffic Engineer in that the Principal plans, organizes, coordinates, and directs the work of a major section involving several programs whereas the Senior Civil Engineer/Senior Traffic Engineer performs advanced journey level engineering work and oversees the work of consultants and other professional staff on a project basis.

**EXAMPLES OF ESSENTIAL DUTIES**

- Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for providing civil engineering services within an assigned section
- Establishes schedules and methods for providing civil engineering services; identifies resource needs; reviews needs with appropriate management staff; allocates

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resources accordingly; monitors work activities to ensure compliance with established policies and procedures

- Participates in the development and implementation of goals and objectives; makes recommendations for changes and improvements to existing standards, policies, and procedures
- Administers projects from inception to completion including planning, design, review, public meetings, bidding and construction
- Determines the scope of engineering projects; oversees the preparation of plans and specifications by City staff; prepares requests for proposals and contracts for consulting services; reviews plans of consulting engineers and private contractors; makes technical engineering decisions and establishes technical criteria and standards
- Monitors design criteria and communicates City ordinances, standards, and policies to ensure compliance with laws, guidelines, and standards
- Approves engineering plans and specifications
- Directs and participates in the planning of assigned capital improvement projects
- Responds to questions and inquiries from the general public, other agencies, developers, contractors, engineering professionals, and City staff regarding engineering and development projects
- Prepares reports and studies on current and future planning and capital improvement projects
- Prepares regional, state and federal grants; monitors and tracks application requests and approved grant programs
- Maintains records and prepares reports concerning operations and programs
- Coordinates activities with other divisions and outside agencies and organizations
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in civil engineering; incorporates new developments as appropriate into existing programs
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors and controls expenditures
- Develops processes to ensure business continuity in the event of a disaster
- Travels to offsite locations
- Works various hours, including nights and weekends as deemed necessary by manager/supervisor, to conform with changing priorities and meet deadlines

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- Reports to work as scheduled; maintains satisfactory attendance record
- Performs other related work as assigned

In addition to the above duties, when assigned to Water Services

- Participates in the development of the five-year water system plan; oversees financial forecasting and analysis activities to ensure that system plans meet future City water needs
- Performs special water system studies to ensure existing facilities are rehabilitated, maintained and operated in an economic manner
- Manages and oversees the maintenance and operations of the water system distribution network analysis model to simulate field conditions; identifies system improvements and upgrades
- Coordinates the review of environmental impact reports and developer studies to ensure water rates, rules and regulations are clarified and understood
- Establishes schedules and methods for providing water engineering services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly

*The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.*

**MINIMUM QUALIFICATIONS**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Knowledge of:**

- Principles and practices of civil and structural engineering
- Pertinent Federal, State and local rules, regulations, ordinances and building codes
- Recent developments and best practices of civil and structural engineering
- Principles and practices of budget preparation
- Principles and practices of project management
- Principles of supervision, staff development, and discipline assessment
- Methods, materials, and techniques used in the construction of public works projects and building design and construction
- If assigned to Traffic, traffic engineering and transportation planning

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**Ability to:**

- Coordinate and direct civil engineering programs
- Supervise, organize and review the work of professional and technical staff
- Select, train, and evaluate staff
- Recommend and implement goals, objectives, policies and procedures for providing civil engineering services
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations
- Participate in the preparation and administration of assigned budgets
- Prepare engineering computations;
- Prepare and review engineering plans, specifications, and estimates of public works projects
- Administer contracts
- Perform technical research and solve engineering problems
- Conduct comprehensive engineering studies and prepare reports and recommendations
- Plan and organize work to meet changing priorities and deadlines
- Effectively represent the City to outside individuals and agencies
- Respond to requests and inquiries for information
- Travel to various locations within a reasonable timeframe
- Ensure adherence to safe work practices and procedures
- Establish and maintain effective working relationships with those contacted in the course of work

**Education:** Bachelor's degree in Civil Engineering or a closely related field from an accredited college or university.

**Experience:** Eight (8) years professional civil engineering experience in the option applied including three (3) years in a senior or supervisory capacity.

**License/Certificates:** A valid California Class C driver license with an acceptable driving record required at time of appointment and during course of employment.

Registration in the State of California as a Professional Engineer required. If licensed in another state as a Professional Engineer, California registration must be obtained within twelve (12) months of employment.

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**SPECIAL CONDITIONS**

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program

**Public Employee Disaster Service Worker:** In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and stormwater facilities. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. May perform inspections of work in the field requiring walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Est. 9/06  
Rev. 1/19 jd