

**CITY OF SANTA CLARA  
CLASS SPECIFICATION**

**TITLE: PRINCIPAL ENGINEER/CITY SURVEYOR (New)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Public Works	Assistant Director/Director	Exempt

**EDUCATION AND EXPERIENCE**

- A Bachelor's Degree in Civil Engineering from a college or university that is accredited by the Accreditation Board of Engineering and Technology;
- Five (5) years of increasingly responsible experience in civil engineering office and field work, three (3) years of which were obtained after registration and two (2) of which have been as an engineer or land surveyor in a supervisory capacity.

**LICENSES/CERTIFICATIONS**

- Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers is required.
- Possession of a valid license as a Professional Land Surveyor in California is required.
- Other certifications such as Qualified SWPPP Practitioner (QSP)/Qualified SWPPP Developer (QSD) are desirable.
- Possession of an appropriate, valid Class C California driver's license is required at time of application and for the duration of employment.

**DISTINGUISHING CHARACTERISTICS**

This is a single incumbent position responsible for managing a Division of the City's Public Works Department. Incumbents in this position are responsible for office land surveying activities for the City and provide a wide range of expertise of land surveying and engineering work. This position requires a demonstrated ability to work well with all city employees including: administrative support, professionals and managers and with members of the public, contractors and other customers.

As a member of the City's Unclassified Service, this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

**TYPICAL DUTIES**

Duties may include, but are not limited, to the following:

Under general direction:

- Plan, develop, coordinate, and direct the activities of a Division of the City of Santa Clara Public Works Department;
- Plan, organize, and manage engineering projects from the preliminary stage to the completion of construction and/or installation;
- Manage all aspects of office land surveying activities to ensure compliance with the Professional Land Surveyors' Act, Subdivision Map Act, City regulations and department procedures;

## **PRINCIPAL ENGINEER/CITY SURVEYOR (continued)**

- Confer with and assist the Assistant Director/City Engineer or Director of Public Works in the development of long-range plans, prioritization of projects, goals, objectives, and budgets;
- Prepare, stamp, and sign survey title documents (subdivision maps, plats and legal descriptions, etc.) on behalf of the City;
- Act as a mentor to staff providing them with leadership, training, direction, & support;
- Manage, schedule, and evaluate the work of his/her Division's staff, and develop processes and procedures designed to support a continuous learning environment;
- Attend meetings and work with other Departments, Contractors and City Staff to implement projects of mutual interest and follow City guidelines as it relates to Public Works projects;
- Prepare and manage: Requests for Proposals, contracts, agreements, consultants/contractors for consulting and/or construction projects; Inspect or direct projects being performed by outside contractors; Perform specialized technical studies and/or investigations;
- Provide training and guidance, and direct City personnel in all matters related to office land surveying activities;
- Take the lead on City owned contaminated property clean up, working with the Regional Water Quality Control Board, Santa Clara Valley Water District and other State and Federal agencies;
- Prepare complete and comprehensive oral and written reports and make recommendations;
- Monitor the progress of projects through a data base and ensure that projects are completed on-time and within budget;
- Prepare division operating and capital improvement budgets and assist in the preparation of departmental operating and capital improvement budget;
- Present to City Council, commissions, and other organizations;
- Develop Public Works requirements to be applied to private development projects;
- Ensure that public facilities installed as part of private developments are constructed per approved plans and to City standards;
- May act as the Assistant Director/City Engineer or Director of Public Works in his/her absence; and
- Perform other related work as assigned.

### **KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- Civil engineering principles, practices, and methods of planning, design, construction and maintenance of public works projects;
- The strengths, properties, and uses of materials of public works construction;
- Fundamentals and laws governing survey theory and practice regarding topographic surveys, construction surveying, right of way engineering, land division, boundary resolution and location, establishing control points, and geodetic surveying;
- Hydraulics, mechanical, structural, and sanitary engineering as they relate to public works projects;
- Practices of real property description, land acquisition, and report writing relating to all above subjects;
- Principles and practices of budgeting (operating and capital), communication, safety, contracting, leadership, human resources, information technology, public relations, project

## **PRINCIPAL ENGINEER/CITY SURVEYOR (continued)**

management, outreach, performance standards, records management, and resources to achieve outcomes and expectations;

- Research methods and statistical analysis, complex spreadsheets, database applications, and project and workload planning;
- Problem solving, and conflict resolution practices and techniques; and
- Environmental and safety practices, procedures, and standards, e.g. OSHA, Federal, State and local rules and regulations.

Ability to:

- Provide the leadership and management of the division through coaching, enabling, and facilitating employees working in a team environment;
- Evaluate, interpret, and apply local, regional, Federal, and State regulations and assess impacts on the Public Works Department;
- Identify, research, and gather relevant information from a variety of sources e.g. new trends;
- Exercise sound and independent judgment, conduct independent analyses, and make recommendations on difficult and sensitive issues;
- Anticipate potential problems, develop contingency plans when needed, and solve concurrent problems;
- Create a culture that is conducive to change and one that is able to select, recruit, retain, develop, and motivate a skilled and talented workforce where everyone knows their mission, role, and job;
- Work effectively as a member of the department's management team to achieve common goals and be able to deliver excellent customer service to both internal and external City clients;
- Negotiate for the City with contractors, developers, and property owners;
- Communicate logically and clearly including the presentation of technical reports, both orally and in writing, using multi-media to small and large groups and follow oral and written instructions;
- Make effective use of information technology systems to enhance delivery of services, projects related to public works infrastructure, including asset management, maintenance management, work order tracking, and Geographic Information Systems (GIS); and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, and lift as necessary to perform assigned duties.

### **SUPERVISION RECEIVED**

Works under the supervision of the Director of Public Works or Assistant Director of Public Works/City Engineer.

### **SUPERVISION EXERCISED**

Supervises other professional and sub-professional personnel as assigned. In the absence of the higher management positions, may act in that capacity.

### **CONFLICT OF INTEREST**

The incumbent in this classification is required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.