

EAST BAY REGIONAL PARK DISTRICT

CIVIL ENGINEER

GENERAL FUNCTION:

Under direction, to perform professional engineering design for civil engineering, capital, and major maintenance construction projects; designs and prepares contract drawings, engineering specifications and cost estimates; and develops, negotiates, and administers construction contracts.

ESSENTIAL FUNCTIONS:

Serves as Project Manager for professional engineering work and acts as resident engineer on construction projects; designs, prepares contract drawings, engineering specifications and cost estimates for a variety of capital and maintenance projects. Administers construction contracts; researches, analyzes, and makes recommendations on solutions to engineering problems; obtains, reviews and directs the collection of field data (surveys, geotechnical investigations, water quality analysis); performs complex engineering design calculations for grading earthwork, utilities, pavement, hydrology, hydraulics, and structures; performs construction feasibility analysis.

OTHER FUNCTIONS AND DUTIES:

Coordinates work of consultants, engineers, developers, contractors, and other departments with outside agencies. Makes field inspections of construction in progress; prepares project documents, correspondence, budget analyses and participates in grant application preparation and administration. Prepares, acquires, and administers regulatory and required permits and agreements with other agencies. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree in civil engineering from an accredited college or university; and

Experience: Four years of civil engineering experience, two of which shall have been at a project management level.

License: Registration as a Professional Civil Engineer with the State of California.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of civil engineering principles, materials, and techniques of engineering or construction; knowledge of engineering economics and calculations, including pavement design, hydrology, earthwork, hydraulics, structures, sewage treatment and disposal, water supply treatment and distribution; and cost estimating. Ability to use civil engineering software and computer aided (CAD) drafting; ability to effectively analyze, identify, and recommend engineering alternatives; ability to effectively manage projects and lead others in the performance of complex professional and technical activities. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all

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levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Design Manager

SUPERVISES: May direct the work of various classifications on a project by project basis.

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 1/1/04: \$5,685.88 - \$6,218.88
Revision Approved by General Manager: December 18, 2003
Salary Revised per Joint Equity Committee Effective 1/1/04