



City of Casa Grande

## Senior Civil Engineer

**GENERAL PURPOSE:** Under minimal supervision, performs professional civil engineering and project management work of considerable complexity, including management of construction, water & wastewater, traffic, and other civil engineering infrastructure projects and project components.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates, and inspects civil engineering projects.
- Designs public works projects; prepares cost estimates.
- Makes structural and technical engineering analysis of proposed projects; evaluates need for design changes and makes appropriate recommendations; reviews plans for conformity to uniform codes, local ordinances, and state and Federal regulations.
- Inspects and monitors projects under contract; resolves discrepancies between field conditions and design plans; recommends methods of resolving complex problems.
- Performs field tests and collects samples for laboratory test of materials.
- Writes various analytical reports, and makes technical estimates of a specialized nature in connection with various projects.
- Assures project deliverables meet scope, schedule, cost and quality requirements.
- Responds to questions from citizens and agencies on Public Works projects and plans.
- Maintains records and files associated with engineering projects.
- Supervises assigned staff and evaluates performance.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Civil Engineers, Engineering Technicians, support staff as assigned.

**JOB DESCRIPTION**  
**SrCivilEngineer.doc**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Bachelor's degree in Civil Engineering or a closely related field, and four (4) year's professional civil engineering work experience; OR an equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of the fundamentals of civil engineering, mathematics and physics.
- Knowledge of the methods and techniques of the design, construction and maintenance of public works projects.
- Knowledge of the principles and practices of project management.
- Knowledge of Federal, state, City and county policies, procedures, codes, regulations and ordinances related to civil engineering.
- Knowledge of the strength, properties, and uses of construction materials.
- Knowledge of the principles of record keeping and records management.
  
- Skill in performing design work for public works projects and preparing cost estimates.
- Skill in preparing reports and checking designs, details, estimates, plans, and specifications of engineering projects.
- Skill in analyzing and evaluating technical engineering data and construction documentation.
- Skill in establishing effective working relationship with consultants, contractors, other agencies and the public.
- Skill in using computers and complex engineering software applications, including GIS.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in effective oral and written communication.

**Special Requirements:** Possession of the Professional Engineer certificate.

**Physical Demands / Work Environment:** Work is performed outdoors and in standard office environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*