



**CITY OF HAWTHORNE  
HUMAN RESOURCES DEPARTMENT  
SENIOR ENGINEER**

Classification Specification

*(Classified)*

**JOB SUMMARY**

The Senior Engineer works under the general guidance and direction of the City Engineer and/or designee. Performs complex engineering work in the provision of office and engineering support and field engineering support for environmental, water, sewer, street, and other Public Works projects and programs ensuring technical competence and compliance with all current codes and criteria; serves as a Project Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Senior Engineer. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Coordinates and/or undertakes the development or update of the City Transportation Improvement Program, and other plans involving the municipal infrastructure.
- Determines applicable codes, regulations, and requirements for assigned projects.
- Coordinates the preparation of, or develops, engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Provides project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Coordinates the preparation of, or develops reviews and updates the sanitary sewer, water, storm drainage, and street system maps, data base, and comprehensive plans.
- Maintains the engineering library and infrastructure records.
- Maintains and updates city subdivision and public works standards.
- Assures as built-up records of projects, and documents necessary changes for the operation and maintenance programs.
- Responds to public or other inquiries relative to engineering policies and procedures on specific projects and other information. Evaluates issues and options regarding municipal public works and makes recommendations.

- Reviews utility permits, street use permits, franchise utility permits, etc.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public, regarding division activities and services.
- Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepares traffic, utility and other studies and reports.
- Provides intersection signal and channelization design. Develops and maintains a pavement management system.
- Coordinates sidewalk inspection, maintenance and enforcement programs.
- Monitors inter-governmental actions affecting public works.
- Assists in the training of other city personnel in public works design and construction techniques.
- Perform other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Graduation from a four-year college or university with a degree in civil engineering or a closely related field; and
- Six (6) years previous professional civil engineering experience including at least two years utilities; or
- A Master degree in Civil Engineering or a closely related field may substitute for two year of the required experience.

### **Licenses, Certificate and/or Special Requirements**

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.
- Registration as a Professional Engineer;
- Must be physically capable of moving about on construction work sites and under adverse field conditions.

## **QUALIFICATION**

### **Knowledge, Skills and Abilities**

- Thorough knowledge of civil engineering principals, practice and methods as applicable to a municipal setting.
- Thorough knowledge of applicable City policies, laws, and regulations affecting Division activities.
- Considerable skill in arriving at cost estimates on complex projects; skill in operating and listed tools and equipment.

- Knowledge of City codes and ordinances, and various rules and regulations affecting departmental operations.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
- Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to use personal computer, including word processing, spreadsheet, and database and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; phone; and mobile radio.
- Ability to perform complex, precise mapping and drafting from verbal and written instructions.
- Ability to compile and analyze engineering data.
- Ability to read and interpret legal descriptions, engineering drawings and survey notes.
- Ability to perform complex mathematical computations with speed and accuracy.
- Ability to perform engineering computations.
- Ability to operate office and other equipment including a computer, plotter, scientific calculator, fax machine, survey equipment, copier, computer tools and drafting instruments.
- Ability to understand and carry out oral and written directions.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective relationships with co-workers, other City employees, representatives from outside agencies and the public.
- Ability to exercise tact and diplomacy relative to public inquiries and requests for information.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt

Bargaining Unit: HMEA

Civil Service Status: Classified

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