

Principal Civil Engineer – Roads and Airports

Definition

Under general direction, to manage, plan, organize, and direct the engineering and operations divisions within the Roads and Airports Department, which are engaged in a variety of activities, such as planning, design, construction, operation, maintenance, and management of roads, highways, bridges, and other transportation facilities for which the County is responsible; and to perform a variety of related activities, including special studies and other transportation projects.

Distinguishing Characteristics

The Principal Civil Engineer - Roads and Airports is a management-level classification within the Roads and Airports Department. The Principal Civil Engineer - Roads and Airports is distinguished from the subordinate engineer classification of Senior Civil Engineer by the Principal Civil Engineer – Roads and Airports’ administrative and management responsibility for the activities in the engineering and operations divisions, whereas the Senior Civil Engineer is responsible for a section or a unit in those divisions. The Principal Civil Engineer - Roads and Airports may act as the Deputy Director in the absence of the Deputy Director.

Typical Tasks

- Plans, supervises, and directs the work of professional and technical engineering employees involved in the planning, design, construction, maintenance, and operation of transportation systems, including expressways, unincorporated roads, bridges, traffic signals, bicycle, pedestrian, airport, and other facilities;
- Supervises the coordination of technical information exchanges with officials of other governmental jurisdictions, other transportation specialists, and the public;
- Provides final divisional review of plans, specifications, reports, and other documents prepared by subordinates or outside parties;
- Represents the Department before regulatory agencies;
- Administers contracts and prepares reports and agreements for approval by Department management and the Board of Supervisors;
- Prepares correspondence on a wide range of matters;
- Confers with Department management and others in all matters pertaining to divisional business;
- Coordinates the acquisition of real property rights necessary for capital projects with the Department's Real Property section;

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- Supervises the coordination of legal assistance in the preparation of resolutions, agreements, and other legal documents, including construction contract general provisions and special provisions;
- May be a subject matter expert in response to legal inquiries;
- Prepares divisional budgets;
- May be assigned as a Disaster Service Worker, as required;
- Performs other related duties, as required.

Employment Standards

Sufficient education, training, and experience to demonstrate the possession and direct application of the following knowledge and abilities:

Training and Experience Note: The knowledge and abilities required to perform this function are attained through possession of a Bachelor's degree in Civil Engineering or a closely related field;

AND

Six (6) years of increasingly responsible professional engineering experience with transportation systems or projects, including at least one (1) year of experience in a capacity comparable to the County of Santa Clara's Senior Civil Engineer or equivalent in a public or private agency having responsibility for transportation and/or public works.

Special Requirements

- Registration as a Civil Engineer in the State of California at the time of appointment.
- Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County driver authorization.

Knowledge of:

- The methods, materials, and equipment used in the design, construction, maintenance, and operation of transportation systems and facilities;
- Principles and practices of civil engineering, transportation planning, and engineering;
- Applicable Federal, State, and local laws and regulations;
- Principles and practices of supervision, training, and personnel management;

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- Principles of budget preparation, administration, monitoring, and control.

Ability to:

- Plan, direct, supervise, and evaluate the work of professional and technical personnel;
- Communicate clearly and concisely, both orally and in writing;
- Analyze engineering problems and develop effective solutions;
- Evaluate and monitor consultant performance;
- Make accurate engineering computations;
- Establish and maintain effective organizational structures;
- Establish and maintain effective working relationships with other professionals, public officials, management, public and private agencies, and the general public.

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