

COUNTY OF SOLANO

ENGINEERING SERVICES SUPERVISOR

DEFINITION

Plans the design and construction of scheduled projects and performs or oversees the duties of Traffic Engineer for unincorporated areas of the County.

CLASS CHARACTERISTICS

This single-position class provides first-line supervision to the staff and operation of the section. This class is distinguished from Engineering Manager in that the latter is a senior level management position in charge of all sections of the Engineering Division.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Engineering Manager or the Director of Transportation.

Provides supervision to professional and technical staff.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise; participates on oral board for hiring of department personnel.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with Engineering Manager, County officials, regulatory agencies, or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; prepares reports and agenda items for consideration and approval by Board of Supervisors.

Manages the preparation of design plans, contract specifications, and cost estimates for department projects; selects and directs design contracts; directs engineering design of projects; reviews engineering drawings prepared by consultants and staff members; reviews technical studies and reports; prepares, reviews, and approves contract specifications.

Oversees construction contracts and activities in the department; initiates projects; secures funding for design and construction; opens construction bids, reviews bids, and recommends award of construction contracts.

Performs the duties of Traffic Engineer for Solano County; manages traffic issues in unincorporated areas of the County; approves signing, striping, traffic orders, and related activities.

Coordinates purchase of right-of-way required for County road projects; conducts negotiations; prepares right-of-way contracts, deeds, and reviews appraisals; initiates condemnation proceedings if necessary.

Prepares requests for proposals (RFPs) for required consultant services; advertises projects for bids; mediates pre-submission conferences; reviews RFPs and negotiates contract costs; recommends award of contracts.

Serves as project manager for contracts executed with consultants; prepares agreements and contracts for services required of consultants; reviews and comments on consultants' work; approves progress payments; approves completion of work.

Secures project compliance with California Environmental Quality Act (CEQA); prepares negative declarations and other documents.

Represents the County in securing necessary permits for projects; obtains permits from Fish & Game, Corp of Engineers, Water Quality, BCDC, or other agencies.

Secures NEPA (National Environmental Protection Act) environmental clearance for federal aid funded projects; reviews and approves related biological, historical, and archeological reports.

Works with department managers to coordinate projects.

Performs duties of Disadvantage Business Enterprise (DBE) Officer; serves as program administrator for the DBE program; prepares annual disadvantage business goal setting program documents required for federal aid projects; establishes program, submits to Caltrans for approval, and recommends to Board of Supervisors for adoption.

Serves as primary contact with Caltrans regarding federal/state funded projects; requests project funds for each project phase, including preliminary engineering, right-of-way, and construction; coordinates with Caltrans engineers; responds to questions/issues raised by Caltrans; closes out projects; submits bills for unpaid expenditures.

Serves as alternate representative to Design Review Committee.

Reviews and comments on proposed LAFCO action items on their impact to the County road system; reviews and comments on traffic reports on proposed subdivisions and use permits.

Represents the County in declared emergencies relating to the County road system; prepares damage assessment forms; serves as lead contact with Caltrans and FHWA; secures funding; serves as project manager for remedial projects.

May perform notarization of grant deeds, easements, contracts, agreements, or other documents as needed.

Prepares or completes various forms, reports, correspondence, reports, and other documents.

Communicates with supervisor, County officials, employees, other departments, contractors, developers, consultants, state/federal agencies, regulatory agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends public meetings to answer questions, make presentations, and inform residents on proposed projects.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices associated with civil engineering design/construction, transportation/traffic engineering, environmental engineering, surveying, and project management.

Methods and equipment used in civil engineering design/construction projects, and the strength, properties, and uses of construction materials and appropriate methods for testing.

Federal, state, and local laws, ordinances, standards, rules, regulations, and procedures governing road construction and traffic engineering projects and activities.

Principles of employee supervision and personnel management, including training and disciplining of personnel.

Occupational hazards, and safety practices and procedures.

Computers and software programs typically used in the position; computerized data collection, retrieval, and analysis.

Skills to:

Utilize basic office equipment including a personal computer.

Drive a motor vehicle.

Ability to:

Plan and coordinate road design/construction projects and activities; administer the construction of large projects.

Understand, interpret, explain, and apply laws, regulations, procedures, and other information governing road construction and transportation engineering projects and activities.

Prepare and direct preparation of complex plans, specifications, legal contracts, agreements; prepare comprehensive reports.

Read and interpret engineering design plans, specifications, engineering documents, traffic engineering surveys, maps, and related documents.

Supervise and lead the work of others engaged in civil engineering projects; effectively delegate responsibility and authority to others.

Effectively communicate both orally and in writing with those contacted in the course of work; demonstrate tact and diplomacy in dealing with representatives of other divisions, agencies, contractors, and the public.

Communicate clearly and concisely, both orally and in writing.

Collect and analyze data to draw logical conclusions and make appropriate recommendations.

Make decisions, project consequences of decisions, use independent judgment, and work with little direct supervision as situations warrant.

Develop and implement operational procedures.

Understand program objectives in relation to departmental goals and procedures.

Research regulations, procedures, and/or technical reference materials.

Handle required mathematical calculations.

Experience and Education/Training

Experience:

Five (5) years previous experience that includes civil engineering, transportation engineering, project design, roadway construction, project management, right-of-way acquisition, environmental reporting, and supervision.

Education/Training:

Bachelor's degree is required from an accredited college or university in Civil Engineering or closely related field.

SPECIAL REQUIREMENTS

Possession of a valid Professional Engineering (P.E.) License from the California State Board of Registration for Professional Engineers is required.

Possession of a valid Class C California Driver's License is required.

Possession and maintenance of valid State of California Notary Public certification is highly desirable.

SUPPLEMENTAL INFORMATION

Independent travel is required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, rain, temperature and noise extremes, machinery, or traffic hazards.

Director of Human Resources

Revised Date: June, 2002

BOS Date: June 30, 2003