

**RESOLUTION NO. 2017-020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK  
APPROVING THE POSITION TITLE, SALARY RANGE AND ASSOCIATED JOB  
DESCRIPTION FOR CIVIL ENGINEER IN THE DEVELOPMENT SERVICES  
DEPARTMENT**

**WHEREAS**, staff has conducted an assessment of its hiring needs and determined that in order to effectively maintain department operations, it requires the ability to efficiently hire and manage its Civil Engineering positions at the appropriate level, and

**WHEREAS**, staff recommends that the existing Deputy City Engineer for Development position be modified to create an alternate job classification of Civil Engineer to attract a greater variety of candidates, provide the flexibility to hire the appropriate skill set for the department, and allow the department to efficiently promote incumbents as needed, and

**WHEREAS**, staff developed a job description and consulted with the Rohnert Park Employees' Association (RPEA) regarding the creation of the alternate job class of Civil Engineer to be placed in the RPEA unit and RPEA had no objection to the job description, and

**WHEREAS**, staff recommends placement of the Civil Engineer position in the existing RPEA salary range 92.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby approve the position title, salary ranges and associated job description for Civil Engineer, which is attached hereto as Exhibit "A" and incorporated by this reference.

**DULY AND REGULARLY ADOPTED** this 28th day of February, 2017.

**CITY OF ROHNERT PARK**

  
Jake Mackenzie, Mayor

**ATTEST:**

  
Caitlin Saldanha, Deputy City Clerk

Attachment: Exhibit A

BELFORTE: Aye AHANOTU: Aye CALLINAN: Absent STAFFORD: Aye MACKENZIE: Aye  
AYES: ( 4 ) NOES: ( 0 ) ABSENT: ( 1 ) ABSTAIN: ( 0 )

**City of Rohnert Park**

**CIVIL ENGINEER**

**\$6,433.38 - \$7,819.76 monthly**

**DEFINITION**

This is a professional engineering class requiring registration. Performs professional engineering work in the planning, investigation, design, analysis, construction, and inspection of public infrastructure, utilities and related projects, or the investigation, review and inspection of private development projects. Expected to complete complex engineering assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting general policies, and determining work assignments.

**DISTINGUISHING CHARACTERISTICS**

This class is distinguished by the requirement for registration as a professional engineer. Expected to complete complex engineering assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting general policies, and determining work assignments.

**SUPERVISION RECEIVED/EXERCISED**

Supervision is provided by the Director of Development Services. The position may also receive general direction from higher level staff in the Development Services Department. The position supervises the Administrative Intern in the Development Services Department and may exercise functional and technical supervision over technical and clerical staff.

**ESSENTIAL JOB DUTIES**

The following duties are considered essential for this job classification. Assignments will vary over time.

- Assist in the solution of complex technical problems;
- Act as project manager for outside consultants and for construction contracts;
- Supervise and participate in the preparation of planning studies and construction documents for city infrastructure;
- Review reports and check plans for conformance with design standards, codes and regulations;
- Prepare engineering conditions of approval for tentative maps, building permits, design reviews and conditional use permits;
- Assist in the planning and preparation of the capital improvement plan and budget;
- Assist in managing the City's assets including managing programs and data to assess and maintain the condition of city infrastructure;

## Exhibit A

- Investigate field conditions affecting property owners, contractors and maintenance operations and prepare reports based on findings;
- Respond to inquiries and complaints from the public by mail, over the telephone, and/or at a public counter;
- Sign and stamp civil engineering documents including studies, reports, plans and specifications.
- Research publications and industry information sources related to assigned projects;
- Perform complex calculations and prepare estimates of time and material costs;
- Coordinate neighborhood meetings and public information dissemination related to assigned projects;
- Develop and/or revise city design and construction standards;
- Prepare staff reports and make presentations to the City Council, the Planning Commission and to various other commissions and committees;
- Coordinate activities with other City departments, divisions and sections and with outside agencies;
- Liaise with federal, state, county and other public agencies;
- Represent City in the issuance of various engineering permits;
- Supervise, train and evaluate assigned staff; and
- Perform related duties as assigned.

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service;
- Create and maintain a respectful and collaborative working environment;
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible;
- Demonstrate care for the organization, customers and coworkers; and
- Practice and encourage initiative and innovation to improve the workplace.

## **QUALIFICATIONS**

### **Education/Training/Experience/Licenses:**

Sufficient experience and education in civil engineering is qualifying. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's Degree or equivalent from an accredited educational institution with a major in civil engineering or other closely-related field;
- Registration as a Civil Engineer in the State of California by date of appointment; and
- Possession of a Class C California driver's license by date of appointment.

**Knowledge of:**

- Principles and practices of civil engineering as applied to public works, utilities, or building construction projects;
- Methods, materials and techniques used in the construction of public works, utilities or building construction projects;
- Principles and practices of engineer's cost estimating;
- Principles of the subdivision of land including the Subdivision Map Act;
- Modern developments, current literature and sources of information regarding engineering;
- City engineering policies and procedures;
- Modern office methods, practices, procedures and computer equipment, and
- Effective problem solving techniques.

**Ability to:**

- Manage the permit review processing for the engineering division and supervise others performing permit and plan review work;
- Make complex engineering computations, including estimating time and materials costs;
- Check, design and supervise the preparation of engineering plans and studies;
- Communicate clearly and concisely, orally and in writing;
- Use and care for engineering and drafting instruments and equipment;
- Perform complex professional engineering work with a minimum of supervision; and effectively resolve work-related problems;
- Make effective presentations to groups;
- Help determine program compliance with Federal, State and local rules, laws, ordinances and regulations
- Apply pertinent laws, rules, and regulations;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Research, prepare and analyze technical and administrative reports;
- Learn and utilize new technology;
- Prepare, administer and track project contracts; and
- Work with constant interruptions.

**Working Conditions**

Position requires prolonged sitting, standing, walking on level, rough and slippery surfaces, reaching, twisting, turning, kneeling, bending and squatting in the performance of daily activities. The position requires grasping, repetitive hand movement, and fine coordination in reading maps, writing reports, and using a computer key board. Additionally, the position requires near, far and color vision in reading maps, reports, using a computer, and looking at property; and hearing and speaking is required in communicating with individuals and groups. The need to lift, carry and push plans and file boxes weighing up to 25 pounds is required. The nature of the work requires the incumbent to visit properties and make site reviews in all weather conditions including

Exhibit A

wet, hot, and cold; and exposes the incumbent to fumes, dust, contaminants, and above-average noise. The incumbent also must be available to be called for local emergencies, attend meetings in various other towns and cities, work irregular or extended hours to attend various committee meetings.

**FLSA Status:** Exempt

**Employee Unit:** Rohnert Park Employees' Association (RPEA)

**Approved By:**

**Date Approved:**