

**CITY OF CRANSTON
DEPARTMENT OF
PERSONNEL
JOB DESCRIPTION - SENIOR CIVIL ENGINEER**

SUMMARY:

The Senior Civil Engineer leads and manages complex civil engineering projects and often supervises technical staff as well as consultants and contractors performing work for the Engineering Division, Department of Public Works. Work involves planning, design and construction oversight, ensuring projects are completed on time, within budget and to the required standards. **Experience in overseeing buildings, road, bridge and traffic engineering projects.** Work is generally reviewed for adherence to departmental standards, Local and State regulations and policies.

DUTIES & RESPONSIBILITIES:

1. Lead and supervise the work of engineering consultants responsible for design, construction of road, bridge and traffic engineering projects; verify the work of consultants for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
2. Provide advanced engineering in connection with municipal public works projects, plan, schedule and coordinate work on major or complex engineering projects.
3. Prepare and oversee the preparation of engineering plans, specifications, and costs for the construction of streets, bridges, storm drains, traffic signals, buildings and other capital improvement projects.
4. Prepare and oversee the preparation of engineering reports concerning traffic-related complaints and problems.
5. Review a variety of construction plans, maps, reports, applications, and various development and construction agreements.
6. Provide information and respond to questions from the public, contractors, developers, and other City departments.
7. Determine design procedures; interpret the application of design criteria.
8. Check plans and specifications for accuracy and completeness of design.
9. Prepare preliminary and final project cost estimates.
10. Provide project management for construction projects to ensure contractor compliance with project specifications, time, and budget parameters; provide engineering information to contractors, developers, engineers and the public.

11. Review and approve payments for consultants, vendors, and contractors.
12. Resolve disputes between the city and contractors concerning plans, specifications and extra work.
13. Coordinate engineering work with other City divisions, consultants, developers and property owners.
14. Review development plans, capital improvement plans and make recommendations regarding design, constructability, maintenance of road, bridge and traffic related issues; meet with developers and consultants to resolve issues.
15. Work with other City departments on engineering issues.
16. Participates in a project development team city and regional projects including engineering and road construction plans and specifications.
17. May assist in the field engineering and inspection of all engineering and public works related projects and improvements.
18. Perform other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to plan and supervise the work of staff and consultants
- Ability to maintain effective working relationships with the public
- Thorough knowledge of the principles and practices of civil engineering as applied to public work (road, bridge, traffic and building) construction
- Thorough knowledge of the materials, methods and techniques of public works construction. Advanced skill in planning and conducting engineering research work and in preparing complete engineering plans and specifications.
- Able to work independently; without major supervision

REQUIRED EXPERIENCE AND TRAINING:

- Graduation from a recognized college or university with a major course work in civil engineering.
- Minimum eight (8) plus years of experience in all aspects of public works construction and civil engineering.
- Must have practical experience with MS Office applications and be generally proficient with computer graphics and GIS programs.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with occasional exposure to an outdoor field setting and travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.