



City of Tempe

PRINCIPAL CIVIL ENGINEER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	430	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Development / Engineering and Transportation	<i>Salary / Hourly Minimum:</i>	\$88,053
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$118,871
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr Civil Engineer+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives direction from senior management or from other supervisory or management staff within assigned department.
Exercises direct supervision over subordinate supervisors, and professional and technical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	<p>Four years of increasingly responsible professional civil engineering experience including two years of lead supervisory and project management responsibility.</p> <p><u>For assignments related to water/wastewater:</u></p> <p>Three years of project management responsibility as well as one additional year of increasingly responsible experience performing studies and master plans, developing preliminary and final designs, and providing construction monitoring with an integrated (water, wastewater, stormwater) water utility.</p>
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil or structural engineering or degree related to the core functions of this position.
<i>License / Certification:</i>	Possession of a Certificate of Registration as a professional civil engineer in the State of Arizona.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, organize and manage, through subordinate supervisors, the work of professional and technical staff in such areas as design services, private development, infrastructure management, and computer mapping; to coordinate engineering activities with other divisions and departments; and to provide staff assistance to the Department.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Plan, prioritize, assign, supervise and review the work of staff involved in engineering design, infrastructure management, private development, and computer mapping activities.
- Evaluate engineering operations and activities related to design, infrastructure management, private development, and computer mapping; recommend improvements and modifications; prepare various reports on section operations and activities.
- Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; review plans of consulting engineers and private contractors; make technical engineering decisions; and establish technical criteria and standards.
- Participate in the development and implementation of goals, objectives, policies, and priorities related to the department.
- Develop and prepare recommendations and technical reports related to engineering matters; advise the City Council and Planning and Zoning Commission on engineering related matters.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Participate in the development of the department budget; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; and participate in budget administration.
- Develop budgetary information for projects to be implemented by section, and administer, coordinate and monitor budget for section after it is adopted.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Make public presentations before other governmental and private groups and organizations.
- Prepare or supervise preparation of programs to meet the future needs of the community.

- Negotiate professional service agreements, and cooperative project agreements with other agencies; locate sources and obtain outside funding for public works projects.
- Assist in planning work schedules; determining project assignments; prioritizing infrastructure improvement; and maintenance needs of department facilities.
- Assist in resolving work problems and interpret administrative policies to subordinates, other departments, consultants, contractors and the public.
- Participate in conceptualization, review and approval of private development engineering plans relative to the water/wastewater infrastructure.
- Perform system modeling studies of the distribution and collection infrastructure to include water, wastewater and stormwater. Maintain and develop databases for water infrastructure system models; prepare or supervise preparation of programs to meet the future water infrastructure needs of the community.
- Exercise, update and maintain the Advantica SynerGEE water model.
- Exercise and apply independent professional judgment, initiative, and skills in the resolution of complex infrastructure/operations engineering and planning matters.
- Review all water/wastewater capital improvement and engineering projects.
- Provide oversight to professional staff and outside consultants in the preparation of technical and/or specialized planning reports related to water infrastructure matters, including flow studies and other field studies.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

When assigned to Community Development - Private Development:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for plan reviews and permit issuance; implement policies and procedures as directed by the Deputy Community Development Director – Building Safety / Engineering & Permits.
- Supervise the process of review and approval of all private development engineering projects.
- Provide customer service to all external entities requiring engineering permits. Uphold appropriate codes and standards while assisting residents, builders and developers in efficiently and effectively completing their projects.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects (up to 40 lbs.);
- Operate city vehicles (cars and trucks);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;

- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective September 1997

Revised January 2007

Revised January 2010 (citywide class – job duties, exp level)

Revised Nov 2010 (Removed optional driver's license statement)

Revised January 2017 (add physical/mental activities)

Revised May 2017 (added When Assigned to Community Development – Private Development)

Revised March 2019 (PW Reorg – Moved to Eng & Transp, and Comm Development Dept.)