



# STAFF REPORT

CITY COUNCIL OF THE CITY OF SAUSALITO

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## AGENDA TITLE:

Approve Wastewater Collection System Maintenance and Inspection Series Job Descriptions and Revisions to Civil Engineer Series Job Description

## RECOMMENDED MOTION:

Adopt Resolution Approving Wastewater Collection System Maintenance and Inspection Series Job Descriptions and Revisions to Civil Engineer Series Job Description

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## SUMMARY

**Wastewater** -- With the adoption of Ordinance 1196 (first read at a special meeting of the Sausalito City Council on the 16th day of June, 2009, and adopted at a regular meeting of the Sausalito City Council on the 23rd day of June, 2009) the City established sewer rates for the five year period ending in July, 2014. The nexus for said rates, in part, included three (3) full-time equivalent staff at the City's existing Maintenance Worker III salary range<sup>1</sup>. Further, with the adoption of the budget for FY09-10 with Resolution 5041 of June 23, 2009, funding for those positions was appropriated. As indicated during the course of Staff's presentation to the Council on June 9, 2009, the Director of Public Works indicated that these Sewer Maintenance Division employees will be expected to maintain Technical Certification from the California Water Environment Association in Wastewater Collection System Maintenance at Grade I or higher. In order to formally establish such a requirement and recruit to fill the positions, either existing job descriptions must be modified, or new job descriptions adopted. Staff has developed a series of job descriptions to address both the existing need as well as provide for possible future needs taking into account the duties of existing staff, the new staff, and projected future regulatory and workload issues. These have been developed based on job descriptions adopted by similar agencies in Marin County and in conference with representatives of the Service Employees International Union, Staff recommends that the Wastewater Collection System Maintenance and Inspection Series Job Descriptions be approved by the Council in order to fill the three positions currently vacant as soon as practicable.

**Civil Engineer Series** – The California Business and Professions Code (BPC) § 6702 and § 6704, establishes the definition of the title "civil engineer" in a manner that requires that, "no person shall practice civil, electrical, or mechanical engineering unless appropriately licensed or

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<sup>1</sup> City of Sausalito California Sanitary Sewer Fee Study – Final, June 2009, CDM, Appendix 5

specifically exempted from licensure under this chapter, and only persons licensed under this chapter shall be entitled to take and use the titles "consulting engineer," "professional engineer," or "registered engineer," or any combination of those titles or abbreviations thereof, and according to licensure with the board the engineering branch titles specified in Section 6732, or the authority titles specified in Sections 6736 and 6736.1, or the title "engineer-in-training." On this basis, the City's Civil Engineer series job description warrant revisions as proposed in the attached. Staff recommends that the proposed revisions be approved to ensure that the work being done by assigned staff is correctly accounted for under the BPC and job descriptions. No fiscal impacts are associated with these revisions with respect to existing staff.

Assuming Council approves these changes, Staff will return to Council at a future date with a revision to the currently Authorized Staffing Levels for FY09-01 established with the July 21, 2009 adoption of Resolution 5040.

**ISSUES**

None identified.

**FISCAL IMPACT**

None identified.

**STAFF RECOMMENDATIONS**

Adopt Resolution Approving Wastewater Collection System Maintenance and Inspection Series Job Descriptions and Revisions to Civil Engineer Series Job Description

**ATTACHMENTS:**

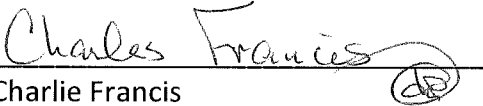
Resolution Approving Wastewater Collection System Maintenance and Inspection Series Job Descriptions and Revisions to Civil Engineer Series Job Description

PREPARED BY:




Jonathon Goldman  
Director of Public Works

REVIEWED BY:



Charlie Francis  
Administrative Services Director/Treasurer

REVIEWED BY:



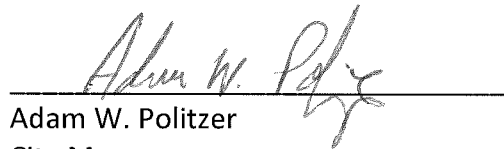
Todd Teachout  
City Engineer

REVIEWED BY:



Mary A. Wagner, Esq.  
City Attorney

SUBMITTED BY:



Adam W. Politzer  
City Manager



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO  
APPROVING WASTEWATER COLLECTION SYSTEM MAINTENANCE AND  
INSPECTION SERIES JOB DESCRIPTIONS AND REVISIONS TO CIVIL ENGINEER  
SERIES JOB DESCRIPTION**

**WHEREAS**, the City Council of the City of Sausalito has reviewed and considered the merits of proposed new job descriptions for wastewater collection system employee positions in the Department of Public Works; and

**WHEREAS**, the City Council supports the creation of said job descriptions in the Department of Public Works in order to provide for a higher level of service and professionalism in the maintenance and repair of the City's wastewater infrastructure; and

**WHEREAS**, the City Council of the City of Sausalito has reviewed and considered the merits of proposed changes to the job descriptions for Civil Engineer employee positions in the Department of Public Works; and

**WHEREAS**, the City Council supports the revisions to said job descriptions in order to provide for clearer description of the licenses and certificates required of employees in said positions.

**NOW, THEREFORE**, the City Council of the City of Sausalito does hereby resolve as follows:

- (1) approve the attached newly created job descriptions for Wastewater Collection System Maintenance and Inspection, all of which are attached to this resolution as "Exhibit A", and
- (2) approves the attached revised job description for Civil Engineer positions all of which are attached to this resolution as "Exhibit B",

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Sausalito on the 10th day of November, 2009, by the following vote:

AYES: Councilmembers:  
NOES: Councilmembers:  
ABSTAIN: Councilmembers:

\_\_\_\_\_  
Mayor, City of Sausalito

ATTEST:

\_\_\_\_\_  
City Clerk

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**Exhibit "A"**  
**Wastewater Collection System Maintenance and Inspection Job Descriptions**

**WASTEWATER COLLECTION SYSTEM MAINTENANCE WORKER  
TRAINEE**

**DEFINITION**

Under general supervision, the Wastewater Collection System Maintenance Worker performs a variety of tasks related to the maintenance, cleaning and repair of the City's wastewater collection system and related appurtenances.

**DISTINGUISHING CHARACTERISTICS**

**Wastewater Collection System Maintenance Trainee** - This is the entry training and first working-level position of the Wastewater Collection System Maintenance class series. Employees in this position are being trained to perform the duties and tasks of the Wastewater Collection System Maintenance Worker. The Trainee Position is distinguished from the Wastewater Collection System Maintenance Worker Grade I position in that the Trainee is closely supervised by a higher level position and is required to assist other City staff with a variety of basic and semi-skilled and skill maintenance and repair duties.

**SUPERVISION RECEIVED AND EXERCISED**

Close supervision is provided by Director of Public Works through a Public Works Supervisor, Foreperson, Wastewater Maintenance Worker or other Maintenance Worker.

**RESPONSIBILITIES AND DUTIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

Performs a variety of tasks relating to the construction, repair, cleaning and inspection of the City's wastewater collection system, and related appurtenances, utilizing a variety of mechanical or specialized equipment, including but not limited to:

- Removal of blockages and obstructions from sewers.
- Laying and repairing sewer pipe.
- Perform heavy manual labor.
- Entering and working in confined space areas following strict safety precautions.
- Driving and operating pickup trucks, dump trucks, hydroflushers, rodders, and other City vehicles.
- Setup and operation of City equipment, tools and machines, both power and manual, utilized in the inspection, maintenance and repair of the City's wastewater collection system and related appurtenances.

## Wastewater Collection System Maintenance Worker Trainee

- Performing a variety of routine grounds maintenance and building cleaning, including cleaning and disinfecting houses flooded with sewage.
- Cutting and breaking concrete and asphalt surfaces using an air compressor and related tools, paving saws and cement saws.
- Using shoring equipment in accordance with all regulations.
- Setting barricades and warning signs and performing flagging for traffic control and safety.
- Utilizing proper safety precautions and following City and other established procedures related to all work performed.
- Evaluating problems and recommending solutions.

Performs routine and preventative maintenance on vehicles, equipment, machines, and tools utilized in the inspection, maintenance and repair of the City's wastewater collection system, and related appurtenances.

May assist other agencies from time to time in removing blockages and obstructions from storm drains as well as performing a variety of tasks required to maintain and repair pumping and lift stations and related appurtenances.

Performs standby, emergency duty, on-call, and overtime work which may include evenings, weekends, and holidays.

### **NON-ESSENTIAL RESPONSIBILITIES AND DUTIES:**

Performs other duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

The purpose and safe use of the equipment, vehicles, power tools, and hand tools utilized in the inspection, maintenance and repair of the City's wastewater collection system and related appurtenances.

Safety equipment and the use of same, and safe working practices and procedures.

#### Ability to:

- Communicate effectively/clearly with those contacted in the course of work, including but not limited to:
  - Understand and accurately carry out written and oral directions.
  - Take instruction and feedback in a cooperative and positive posture.
  - Maintain accurate and neat work records, and prepare clear and concise reports.
  - Use tact/diplomacy and establish/maintain cooperative working relationships.

Perform heavy manual work related to the repair, cleaning, maintenance, and inspection of the City's wastewater collection system and related appurtenances.



## Wastewater Collection System Maintenance Worker Trainee

Learn the locations of City streets, the locations and characteristics of the wastewater collection system.

Learn to properly operate and maintain all tools and equipment related to the operation and maintenance of the city's wastewater collection system and related appurtenances.

Recognize and deal with hazards encountered in the course of work.

Learn to evaluate problems and recommend solutions.

Learn to observe all appropriate safety precautions as required by the City.

Work evenings, weekends, holidays and standby as assigned.

### **EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required.

Education:

Equivalent to completion of the twelfth grade.

### **LICENSE AND CERTIFICATES:**

- Possession of a valid California Motor Vehicle Operator's license. Must obtain a valid Class "A" or "B" California Motor Vehicle Operator's license within one year of appointment to the position.
- Must maintain insurability under the City's vehicle liability insurance coverage.
- Must acquire a Grade I Collection System Maintenance Certificate issued by the California Water Environment Association within two years of appointment to the position.

### **SPECIAL REQUIREMENTS:**

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, lift 50lbs, and distinguish color. Exposure to water, cold, heat, extreme noise, outdoors, confined work space,

## Wastewater Collection System Maintenance Worker Trainee

electrical hazards, vibration, chemicals, dust, sewage, mechanical hazards, pollens, and explosive materials.

**WASTEWATER COLLECTION SYSTEM MAINTENANCE WORKER  
GRADE I -- GRADE III**

**DEFINITION**

Under general supervision, the Wastewater Collection System Maintenance Worker Grade I – Grade III, progressively directs, leads and personally perform a variety of tasks related to the maintenance, cleaning, and repair of the City’s wastewater collection system and related appurtenances., Grades II and III are responsible for more regularly leading a crew(s) and have specialized responsibilities such as enforcement of the City safety regulations.

**DISTINGUISHING CHARACTERISTICS**

**Wastewater Collection System Maintenance Worker Grade I – Grade III** Employees in these positions are knowledgeable in the tasks required of the Wastewater Collection System Maintenance Worker class series; with the Wastewater Collection System Maintenance Worker Grade III and III positions being knowledgeable in all tasks required of the series and being progressively more responsible for the training and leading crew(s); and discharging specialized responsibilities, including but not limited to ensuring that all safety practices are strictly adhered to.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by Director of Public Works through a Public Works Supervisor, or Foreperson.

The higher Grades exercise lead supervision of crew(s) comprised of lower Grade and Trainee Wastewater Collection System Maintenance Workers.

**RESPONSIBILITIES AND DUTIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

Directs, leads, ensures correct use of equipment, and personally performs a variety of tasks relating to the construction, repair, cleaning and inspection of the City’s wastewater collection system, and related appurtenances, including but not limited to:

- Removal of blockages and obstructions from sewers.
- Laying and repairing sewer pipe.
- Perform heavy manual labor.
- Entering and working in confined space areas following strict safety precautions.
- Driving and operating pickup trucks, dump trucks, hydroflushers, rodders, and other City vehicles.

## Wastewater Collection System Maintenance Worker Grade I -- Grade III

- Setup and operation of City equipment, tools and machines, both power and manual, utilized in the inspection, maintenance and repair of the City's wastewater collection system and related appurtenances.
- Performing a variety of routine grounds maintenance and building cleaning, including cleaning and disinfecting houses flooded with sewage.
- Cutting and breaking concrete and asphalt surfaces using an air compressor and related tools, paving saws and cement saws.
- Using shoring equipment in accordance with all regulations.
- Setting barricades and warning signs and performing flagging operations for traffic control and safety.
- Utilizing proper safety precautions and following City and other established procedures related to all work performed.
- Evaluating problems and recommending solutions.

Scheduling working assignments of crews, including, but not limited to:

- Reviewing work scheduled with Supervisor and obtains approval of work schedule.
- Coordinates work and use of vehicles with other crews.
- Lays out materials needed to perform scheduled work.

Maintains accurate records, and prepares material requisitions and reports of completed work.

Coordinate vehicle inventory each morning ensuring that the vehicle is serviced, cleaned and replenished each evening.

May assist other agencies from time to time in removing blockages and obstructions from the storm drains and/or sewers as well as performing a variety of tasks required to maintain and repair pumping and lift stations and related appurtenances.

Enforcing proper use of safety equipment, practices and overall safety policies, regulations, and procedures; and reports unsafe conditions and practices.

Performs standby, emergency duty, on-call, and overtime work which may include evenings, weekends, and holidays.

### **NON-ESSENTIAL RESPONSIBILITIES AND DUTIES:**

Performs other duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

The purpose and safe use of the equipment, vehicles, power tools, and hand tools utilized in the inspection, maintenance and repair of the City's wastewater collection system and related appurtenances.

Safety equipment and the use of same and safe working practices and procedures.

## Wastewater Collection System Maintenance Worker Grade I -- Grade III

The locations of streets in the City, and the locations and characteristics of the wastewater collection system and other related facilities including those of other agencies.

Basic supervisory communication techniques.

Basic use of personal computers, radios, cellular telephones and office equipment.

### Ability to:

- Communicate effectively/clearly with those contacted in the course of work, including but not limited to:
  - Understand and accurately carry out written and oral directions.
  - Take instruction and feedback in a cooperative and positive posture.
  - Maintain accurate and neat work records, and prepare clear and concise reports.
  - Use tact/diplomacy and establish/maintain cooperative working relationships.
  - Lead and direct the work of others.
  - Interact effectively and courteously with the public.

Direct and perform all tasks related to the maintenance, cleaning, and repair of the City's wastewater collections system, and related appurtenances.

Personally operate and train others in the use and maintenance of equipment and vehicles used in the operation and maintenance of the City's wastewater collection system and related appurtenances.

Read and interpret maps, construction drawings and blueprints.

Recognize and deal with hazards encountered in the course of work.

Trouble-shoot equipment and facility malfunctions/problems.

Work evenings, weekends, holidays and standby as assigned.

### **EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

At least five years of experience in wastewater collection system maintenance or equivalent.

## Wastewater Collection System Maintenance Worker Grade I -- Grade III

### Education:

Equivalent to completion of the twelfth grade, preferably supplemented by supervisory training courses.

### **LICENSE AND CERTIFICATES:**

- Possession of a valid Class "A" or Class "B" California Commercial Motor Vehicle Operator's license.
- Must maintain insurability under the City's vehicle liability insurance coverage.
- A valid Grade I Collection Systems Maintenance Certificate issued by the California Water Environment Association.
- In addition to satisfactory performance, to advance from Grade I, must obtain and maintain higher Grade Collections Systems Maintenance Certificate.

### **SPECIAL REQUIREMENTS:**

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment as well as sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, lift 50lbs, and distinguish color. Exposure to water, cold, heat, extreme noise, outdoors, confined work space, electrical hazards, vibration, chemicals, dust, sewage, mechanical hazards, pollens, and explosive materials.

## **WASTEWATER COLLECTION SYSTEM INSPECTOR AND LEAD INSPECTOR**

### **DEFINITION**

Under general supervision, the Wastewater Collection System Inspector will plan, organize, direct, and personally perform a variety of inspection activities related to inspections to ensure compliance with approved plans and enforcement of the City regulations relating to construction, maintenance and repair of public and private sewers, wastewater collection systems, and related appurtenances.

### **DISTINGUISHING CHARACTERISTICS**

**Wastewater Collection System Inspector** - The Lead Inspector is distinguished from the Inspector level in that the Lead Inspector is knowledgeable in all tasks required of the inspection series; is responsible for training, scheduling and leading the crew; has specialized responsibilities, including but not limited to ensuring that all safety practices are strictly adhered to.

### **SUPERVISION RECEIVED AND EXERCISED**

Supervision is provided by the Director of Public Works or City Engineer.

The Lead Inspector supervises the Inspector position.

Either position may receive special project direction from the Director of Public Works or City Engineer.

Assignments may also require technical or functional supervision of other personnel.

### **RESPONSIBILITIES AND DUTIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

Directs, leads, ensures correct use of equipment, and personally performs a variety of tasks relating to inspections of new construction and repairs to public sewer mains and private sewer laterals performed by contractors or other agencies, including, but not limited to:

- Performing civil, structural, mechanical, and electrical inspections on a variety of facilities and construction projects.
- Conducting survey functions, including horizontal and vertical locations, for comparison to plans.
- Assessing the safety precautions taken on sewer construction sites, and enforcing City specifications.

## Wastewater Collection System Inspector and Lead Inspector

- Verifying air tests and the proper cleaning of sewer lines.
- Checking backfill materials to assure proper compaction.
- Performing duties and responsibilities of resident engineer.
- Reading and interpreting plans and specifications.
- Keeping accurate records of all work performed.
- Making field sketches of completed work.
- Maintaining job records, permits, as-built plans, and test reports.
- Preparing full progress reports of work performed.
- Review and prioritize daily work assignments and work reports; adjust planning schedules as needed; advise the Director of Public Works or City Engineer of scheduling problems, priorities, and other concerns regarding inspection activities.

Assists in checking and approving construction plans of new public and private sewers.

Inspections and investigations of complaints and sewage discharge violations.

Answering questions and responding to requests from public or private agencies concerning sewer problems, location of main sewer lines, private laterals, and sewer line repairs.

Upgrading and maintaining City map inventory, using both hand and computer drafting methods.

Enforcing proper use of safety equipment, practices and overall safety policies, regulations, and procedures; and reports unsafe conditions and practices.

Performs standby, emergency duty, on-call, and overtime work which may include evenings, weekends, and holidays.

### **NON-ESSENTIAL RESPONSIBILITIES AND DUTIES:**

Performs other duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

The City's principles, goals, and ordinances.

Construction practices, procedures, methods, materials, tools, equipment, and supplies as applicable to the construction of public and private sewers, wastewater collection systems, and related appurtenances.

Codes, regulations, specifications, ordinances, laws, practices, and enforcement procedures pertaining to the inspection and regulation of construction of public and private sewers, wastewater collection systems, and related appurtenances.

Civil, structural, mechanical, and electrical engineering as it relates to construction of public and private sewers, wastewater collection systems and related appurtenances.



## Wastewater Collection System Inspector and Lead Inspector

Safety hazards and appropriate precautions per Cal-OSHA and OSHA safety regulations applicable to construction of public and private sewers, wastewater collection systems and related appurtenances.

Operation, materials, and methods of wastewater sewage collection, treatment and construction.

Surveying, including instrument person fieldwork.

Mathematics as it applies to the construction of public and private sewers, wastewater collection systems, and related appurtenances.

Personal computers and applicable software.

Basic supervisory communication techniques.

### Ability to:

- Communicate effectively/clearly with those contacted in the course of work, including but not limited to:
  - Understand and accurately carry out written and oral directions.
  - Take instruction and feedback in a cooperative and positive posture.
  - Maintain accurate and neat work records, and prepare clear and concise reports.
  - Use tact/diplomacy and establish/maintain cooperative working relationships.
  - Lead and direct the work of others developing a cohesive and positive team environment between the Inspectors and other District Crews.
  - Interact effectively and courteously with the public.

Understand the organization and operation of the City and related outside agencies as necessary to carry out assigned responsibilities, including but not limited to interpret and apply city ordinances, policies, procedures, and rules with good judgment, tactfully and courteously, while carrying out a variety of assignments.

Interpret construction drawings and specifications.

Prepare sketches of sewer locations.

Learn and observe all appropriate safety policies as required by the City.

Attend educational classes as required.

Recognize and deal with hazards encountered in the course of work.

Work evenings, weekends, holidays and standby as assigned.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A Lead Inspector would have at least six years of journey-level experience in wastewater collection systems, industrial and/or public works construction inspection.

Education:

Equivalent to completion of the twelfth grade, supplemented by courses in algebra, geometry, trigonometry, drafting and surveying.

**LICENSE AND CERTIFICATES:**

- Possession of a valid California Motor Vehicle Operator's license.
- Must maintain insurability under the City's vehicle liability insurance coverage.
- A valid Grade III Collection Systems Maintenance Certificate issued by the California Water Environment Association.

**SPECIAL REQUIREMENTS:**

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment as well as sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb, lift 50lbs, and distinguish color. Exposure to water, cold, heat, extreme noise, outdoors, confined work space, electrical hazards, vibration, chemicals, dust, sewage, mechanical hazards, pollens, and explosive materials.

**Exhibit "B"**  
**Civil Engineer Job Description**

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Date: ~~August 1, 1989~~ November 10, 2009

CIVIL ENGINEER TRAINEE  
**CIVIL ENGINEER I**  
**CIVIL ENGINEER II**  
**SENIOR CIVIL ENGINEER**

**DEFINITION**

To perform professional engineering work in the design, investigation, and construction of public works projects; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Civil Engineer Trainee – This is an apprentice level civil engineer classification. A trainee is expected to achieve the registration necessary for advancement to the Civil Engineer I classification within 2 years of hire.

Civil Engineer I – This is the entry level professional civil engineer classification.

Civil Engineer II - –This is the journey level class in the professional civil engineering series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Civil Engineer I, or when filled from the outside require prior professional engineering work experience. A Civil Engineer II is 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. Work in this class is distinguished from that of a Civil Engineer I by the greater complexity of assignments received and the greater independence with which an incumbent is expected to operate.

Senior Civil Engineer - –This is the advanced journey level class in the professional civil engineering series. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Civil Engineer II, or when filled from the outside, require prior professional engineering work experience. ~~Possession of a certificate of registration as a professional civil engineer in the State of California is required.~~ Persons attaining this level can be expected to handle more complex design and inspection tasks with less direct supervision from the Public Works Director or City Engineer than would be the case with lower level classes in this series.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision or direction is provided by the Public Works Director or City Engineer.

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Responsibilities of a Civil Engineer II or Senior Civil Engineer may include the indirect supervision of lower level professional or subprofessional, clerical and technical classifications.

**EXAMPLES OF DUTIES** - Depending upon assignment, duties may include, but are not limited to, the following:

Coordinate, supervise and perform responsible engineering work in connection with municipal public works projects; design or prepare contract documents and specifications for the construction of streets, curbs and gutters, sidewalks, sanitary and storm sewers, parks, park irrigation systems, buildings and recreation areas.

Review City construction projects in progress, analyze problems that may arise and recommend contract change orders as necessary.

Review cost estimates and engineering calculations.

Prepare engineering reports and engineering related matters for presentation to the City Council; make recommendations for Council action.

Assist in the development, scheduling and administration of the Capital Improvement Program and other engineering projects.

Assist agencies, engineering consultants, and individuals to resolve municipal engineering problems.

Check engineering plans for City projects prepared by consultants for conformance with City standards and specifications.

Develop revised design and constructions standards for public works structures.

Prepare estimates and feasibility reports for new or modified services and structures.

Draft working drawings and tracings; make blue-line copies; revise and update maps, charts and diagrams.

Perform traffic engineering studies.

| Act as party chief and/or ~~instrumentman~~ instrument-person in a surveying party.

Inspect construction projects for conformance with applicable codes.

Administer contracts for construction projects.

| Prepare special civil engineering studies and reports.

Provide information to the City Council and various committees on public works matters.

Coordinate public works activities with other City departments, and with outside agencies.

Assist in preparation and administration of the budget for the Public Works Department.

When assigned, represent the Public Works Department; supervise subordinate staff in the Director or City Engineer's absence; review and sign plans for public works improvements (Senior Civil Engineer only).

Perform related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

Principles and practices of civil engineering as applied to the design, construction and inspection of public works.

Methods, materials and techniques employed in public works and parks construction and maintenance.

Modern developments, current literature and sources of information regarding engineering.

Computer operation and CADD techniques.

Principles and practices of supervision and training.

#### Ability to:

Make complex engineering computations and check, design and prepare engineering plans and studies.

Perform engineering drafting and related activities.

In the Senior Civil Engineer classification, ability to perform the most complex engineering work with significant independent judgment.

#### Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Civil Engineer Trainee – None.

Civil Engineer I – None~~Sufficient experience as an Engineer-in-Training to have qualified for Civil Engineering registration.~~

Civil Engineer II - One year of professional engineering work comparable to that of a Civil Engineer I in the City of Sausalito.

Senior Civil Engineer – Three years of professional engineering work comparable to that of a Civil Engineer II in the City of Sausalito.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering or a ~~closely~~closely-related field.

License or Certificate:

~~Civil Engineer I and Civil Engineer II – Possession of an E.I.T. Certificate issued by the State of California.~~

Civil Engineer Trainee – Possession of a certification of registration as an Engineer-in-Training valid in the State of California..

Civil Engineer I, II and Senior Civil Engineer

~~Senior Civil Engineer~~ – Possession of a certification of registration as a professional civil engineer valid in the State of California.