

April 2014

CITY OF ROCKLIN

LAND DEVELOPMENT ENGINEER

Salary Range: 39 (Public Service Employees)

DEFINITION

Under general direction, performs professional civil engineering work in the area of land development, including reviewing designs and plans related to right-of-way, map and record activities, proposed developments, and subdivision improvements.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional engineering series. This class is distinguished from the Assistant Civil Engineer by the latter not requiring registration as a professional engineer with the State of California. This position is distinguished from the Senior Civil Engineer by the former having primary responsibility for working on land development projects.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report to the City Engineer and may supervise personnel.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Reviews maps including but not limited to, parcel maps, tentative maps, final maps, record maps, official maps and surveys, lot line adjustments, corrected and amended maps for compliance with the State of California Sub-Division Map act, and makes recommendations to the City Engineer.
- Reviews and performs plan reviews of subdivision improvements, development plans, soil and geotechnical reports, and structural calculations.
- Reviews for compliance conditions of approval for all subdivision improvements and proposed developments, and makes recommendations to the City Engineer.
- Reviews and approves corrected plans.
- Supervises personnel, including training, conducting personnel evaluations, and recommending disciplinary action.
- Provides information regarding subdivision and site development program procedures, required submittals, plan processing and inspection to interested parties.
- Prepares, reviews, and approves insurance and bonding requirements for subdivisions and land divisions.
- Coordinates work with engineers, contractors, architects, property owners, developers, and City staff from other departments.
- Confers with developers, consulting engineers, contractors and the public on questions, revisions, and progress of projects.
- Prepares right-of-way descriptions.
- Develops requirements for tract maps and land divisions.

- Assists with the preparation, implementation, and monitoring of the division budget.
- Provides comments and conditions on planning applications for development.
- Assists with the issuance of encroachment permits for land development projects.
- Performs field inspections on construction projects to ensure compliance with contract requirements.
- Reviews title reports, background deeds, map information submitted by surrounding properties, closure calculations, and performs research at the County Recorder's Office.
- Researches publications and industry information sources.
- Prepares special engineering studies and reports.
- Attends various staff and regional technical advisory meetings.
- Provides technical and professional assistance/support to other City departments and divisions, Planning Commission, and City Council as necessary.
- Acts for the City Engineer in his/her absence.

EMPLOYMENT STANDARDS

Knowledge of:

- Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operations
- Methods, materials, techniques, and practices used in the construction of public works projects
- Methods of project management and contract administration
- Principles of land surveying
- Principles and practices of public sector budget preparation
- State and Federal ADA accessibility requirements
- Principles of traffic engineering and right-of-way
- Principles and practices of employee supervision and progressive discipline
- Modern developments, current literature, and sources of information regarding engineering codes and ordinances
- Methods and techniques of effective technical report preparation and training
- Applicable federal, state, and local laws, codes, and ordinances
- Modern office practices and technology, including personal computer hardware and software
- English usage, spelling, grammar, and punctuation

Ability to:

- Calculate complex engineering computations; review, design, and prepare engineering plans and studies
- Coordinate assigned activities with other City departments and agencies
- Perform technical research, analyze problems, evaluate alternatives, and make sound recommendations related to assigned activities
- Read, interpret, and apply technical written material and applicable laws, rules,

- regulations, and codes
- Effectively administer construction contracts
 - Read and understand technical drawings and specifications
 - Perform mathematical and engineering computations with precision
 - Perform plan checks
 - Effectively supervise assigned staff
 - Develop, implement, and monitor the budget
 - Communicate clearly and concisely, both orally and in writing
 - Use computer technology and applications in the performance of daily activities
 - Prepare and present clear, concise, and logical written and oral reports
 - Interpret and apply City and Department policies, procedures, rules and regulations
 - Establish and maintain effective working relationships with those contacted in the course of work
 - Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

A typical way of gaining the knowledge and skills outlined above is:

Education:

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in civil engineering or a closely related field.
- Current registration as a civil engineer issued by the California State Board of Registration for Professional Engineers.

Experience:

- Five years of progressively responsible experience related to engineering design, public and private development and construction, land development and planning, **OR** Three years of full time experience working as an Assistant Civil Engineer for the City of Rocklin.

GENERAL QUALIFICATIONS

License Requirements:

A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

Physical Requirements:

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing,

stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

Working Conditions:

Incumbents may be required to work weekends, holidays, and evenings

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.