



# City of Tempe

## PRINCIPAL CIVIL ENGINEER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	430	<i>Department:</i>	Community Development / Engineering & Transportation / Municipal Utilities
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr Civil Engineer+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### 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 (4) years of civil engineering experience including two (2) years of lead supervisory and project management responsibility.</p> <p><b><u>When assigned to Engineering and Transportation – Transportation:</u></b></p> <p>Four (4) years of traffic engineering experience including two (2) years of lead supervisory experience.</p> <p><b><u>When assigned to Municipal Utilities – Water/Wastewater:</u></b></p> <p>Four (4) years of project management responsibility as well as one (1) additional year of 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>	<p>Equivalent to a bachelor’s degree from an accredited college or university with major course work in civil engineering, structural engineering, traffic engineering, or degree related to the core functions of this position. A master’s degree is preferred.</p>
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a valid driver’s license.</li> </ul>

	<ul style="list-style-type: none"> <li>● Possession of a Certificate of Registration as a professional civil engineer in the State of Arizona.</li> </ul> <p><b><u>When assigned to Engineering and Transportation – Transportation:</u></b></p> <ul style="list-style-type: none"> <li>● Certification as a Professional Traffic Operations Engineer (PTOE) is preferred.</li> </ul>
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**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 and / or construction services, private development, infrastructure protection and management, traffic engineering activities, and computer mapping; to coordinate 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.

- Participate in the development and implementation of goals, objectives, policies, and priorities related to assigned department and section.
- Develop and prepare recommendations and technical reports related to engineering and / or transportation matters; advise the City Council, Planning and Zoning Commission, and /or Transportation Commission on engineering and transportation related matters.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Provide leadership to employees in team building, responsible decision-making, and problem solving.
- Participate in the development of the department budget; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; 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.
- Exercise and apply independent professional judgment, initiative, and skills in the resolution of complex infrastructure / operations engineering and planning matters.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

**When assigned to Community Development – Building Safety Division - Private Development & Engineering Section:**

- 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.

**When assigned to Engineering and Transportation – Engineering Division:**

- 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.

**When assigned to Engineering and Transportation – Transportation Division:**

- Perform statutory duties of the Traffic Engineer as prescribed by City Code.
- Plan, prioritize, assign, supervise, and review the work of staff involved in traffic engineering studies, development review, neighborhood traffic management, traffic signal design, street signing and striping design, traffic, bicycle and pedestrian safety analysis, residential permit parking, and traffic barricading for special events and construction projects.
- Serve as a technical advisor on traffic engineering related matters for city departments, various committees, and City Council; make presentations as required.
- Participate and coordinate meetings with managers and professionals from other public agencies and city departments to address traffic engineering related issues, needs, or improvements.
- Manage transportation consultant studies by developing request for proposals; participate in contract negotiation and administration, and review and direct consultant deliverables.

- Manage contracts for transportation equipment and services by preparing specifications and monitoring contract performance.

**When assigned to Municipal Utilities – Water/Wastewater:**

- 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 Syner GEE water model.
- 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 and sewer infrastructure matters, including flow studies and other field studies.

**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>  <a href="#">City of Tempe, AZ : Competencies</a></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.)*

*Revised December 2019 (added when assigned to Eng & Transp – Transportation)*