

RESOLUTION NO. 128-2023

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA
APPROVING A PRINCIPAL CIVIL ENGINEER JOB CLASSIFICATION AND AUTHORIZING
THE CITY MANAGER TO EXECUTE A SIDE LETTER TO BE RECOGNIZED BY THE
TEAMSTER'S MANAGEMENT 350 UNIT**

WHEREAS, Article 4, Section 2-5.403 of the Pacifica Municipal Code establishes a civil service personnel system and procedures for the administration of personnel matters; and

WHEREAS, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

WHEREAS, said Chapter requires that personnel rules and policies be adopted by resolution of the City Council; and

WHEREAS, staff met and conferred in good faith with the representative of Teamsters Local 350 and they are in agreement with the changes; and

WHEREAS, Senior Civil Engineer position will become vacant on December 29th 2023, and adding the new Job Classification of Principal Civil Engineer will create Engineering series and allow for flexible staffing and improved service delivery by the Engineering Division; and

WHEREAS, the Principal Civil Engineer classification is consistent with the organizational structure of other San Mateo County public agencies;

NOW, THEREFORE, be it resolved by the City Council of the City of Pacifica, California, that the new Principal Civil Engineer job classification and salary schedule for the position are hereby approved, and the City Manager or his designee is authorized to amend the Classification and Compensation Plan and prepare a side letter to add the new classification and the salary schedule to the Management Employees Teamsters Local 350 MOU;

Title	Status	Compensation Schedule	Unit
Principal Civil Engineer	FT-Permanent	\$12,652 - \$14,843	Teamsters 350

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 13th day of November, 2023, by the following vote:

AYES, Councilmembers: *Bedemeyer, Bier, Bigstyk, Boles, Vatterlaus.*

NOES, Councilmembers: *n/a*

ABSENT, Councilmembers: *n/a*

ABSTAIN, Councilmembers: *n/a*

Tygarjas Twyrls Bigstyk
Tygarjas Twyrls Bigstyk, Mayor

ATTEST:

Sarah Coffey

Sarah Coffey, City Clerk

APPROVED AS TO FORM:

Michelle Kenyon

Michelle Kenyon, City Attorney



PRINCIPAL CIVIL ENGINEER

DEFINITION:

Under general direction, to direct, manage, supervise the Engineering Division; to perform highly complex professional engineering work; to plan, direct, and supervise a variety of engineering projects and programs; and to conceptualize, develop, design, and implement all phases of difficult design and engineering research projects, to supervise and review the work of professional and technical staff engaged in the preparation and/or review of plans, specifications, maps, designs, estimates, and inspections of capital improvement, construction, development and maintenance projects; coordinate the work of Engineering Division with the rest of Public Works.

EXAMPLES OF DUTIES:

- Under general direction, plan, develop, coordinate, and direct the activities of the Engineering Division.
- Supervise and review the work of professional and technical staff engaged in the preparation and/or review of plans, specifications, maps, designs, estimates, and inspections of capital improvement, construction, development, and maintenance projects.
- Act as a mentor to staff providing them with leadership, training, direction, & support.
- Manage major capital improvements projects, which includes contract administration; project schedule coordination; manage the work of consultants and staff; coordinate the work of consultants, utilities, staff, other public agencies, elected officials, and the public; communicate with the consultants, staff, public, other agencies, and elected officials; ensure quality control of the project, including conducting field inspections; prepare and present a variety of reports and studies.
- Assist in evaluating the need for and developing plans and schedules for long range engineering and public works projects.
- Plan, organize, and coordinate assigned work with other City Departments and outside agencies.
- Prepare division operating and capital improvement budgets and assist in the preparation of departmental operating and capital improvement budget.
- Develop and implement the Division's goals, policies and procedures, administrative planning, and problem resolution.
- Review, revise and maintain the City's General Conditions, Standard Specifications and Drawings.
- Supervises review of private development and/or subdivision plans for conformance to standards; resolves disputes between the City and developers, contractors, engineers and the public relative to City policies, specifications, regulations, procedures, and extra work.
- Direct and manage the inspection of public works and private development projects for conformance to established plans and specifications.
- Make presentations to the City Council, City Manager, and other boards and commissions, business organization and homeowner's association.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of civil engineering design, and construction.
- Principles and techniques of management and supervision including planning, organizing, and developing goals and objectives.
- Communicate effectively, orally and in writing; communicate technical information clearly and accurately to non-engineering staff, consultants, and the general public.
- Be proactive in identifying problem areas and develop alternative solutions and recommendations.
- Budget planning and preparation, and public relations aspects of municipal government; principles and practices of design administration including computer-aided design (CAD).
- Theories, techniques, materials, and equipment used in construction and maintenance of Municipal Public

Works improvements.

- Legal issues relating to municipal construction and civil engineering.

ABILITY TO:

- Prepare and direct the preparation of engineering plans, specifications, and estimates.
- Effectively supervise and train professional, technical and clerical support staff.
- Perform highly complex engineering work in design and construction of public works.
- Plan, organize, supervise, and evaluate the work of professional and technical engineering personnel.
- Communicate clearly and concisely, orally and in writing; prepare correspondence and reports.
- Develop cooperative working relations with all City staff, consultants, outside agencies and the public.
- Use a variety of drafting, surveying, and other engineering apparatus.

EDUCATION:

Possession of a Bachelor's Degree in Civil Engineering or closely related field. Possession of a master's degree in civil engineering or public or business administration is desirable.

EXPERIENCE:

Minimum five (5) years of increasingly responsible experience in design and construction management of civil engineering projects, two (2) years of which equivalent to a Senior Civil Engineer. Municipal professional engineering and supervisory experience highly desirable.

LICENSE or CERTIFICATE:

Possession of a valid certificate of registration as a Professional Civil Engineer issued by the California State Board of Registration for Professional Engineers and Land Surveyors; possession of, or ability to obtain a valid Class C California Driver's License.

MATERIAL AND EQUIPMENT USED:

Modern office equipment, personal computer and applications, (i.e. Word, Excel, Publisher, Power Point, Adobe Acrobat, Zoom Virtual Conferencing, Microsoft Teams, social media platforms such as Nextdoor, Facebook, Twitter, etc.)

PHYSICAL REQUIREMENTS:

Must possess mobility to use standard recreation/office equipment, including a computer; strength to lift and carry office and recreation materials weighing up to 35 pounds and to reach and stoop to participate in recreational activities; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

WORKING CONDITIONS:

While performing the essential functions of this classification the employee will work in an office environment and be mobile between multiple locations as required. The employee must be able to complete specific administrative tasks while maintaining availability to public for inquires and adequate response to stressful situations.

Adopted Date:

Status: Exempt

Proposed New Classification: November 13, 2023

Bargaining Unit: Teamsters Management Local 350

Compensation: \$12,652 - \$14,843