

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Civil Engineering Project Manager	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Planning & Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	056 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Conduct civil engineering studies to assist in determining feasibility of real property acquisition and use; provide liaison with design consultants and with governmental agencies to ensure compliance with laws, regulations, and environmental standards.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Survey property, boundaries, and grades; perform preliminary feasibility studies for future school sites. **E**

Make all necessary engineering calculations. **E**

Prepare land utilization and utility plans for the provision of water and storm drains, sewers, and gas and electric services. **E**

Assist in the development of planning guides and scoping documents using CADD (computer aided drafting design) hardware and software. **E**

Make recommendations for land use, easements, and exchange of property. **E**

Prepare or review design consultant's plans, cost estimates, specifications, evaluations, and other documents for compliance with district, local, state, and federal requirements and standards. **E**

Provide liaison with consultants and acts as engineering resource throughout the project. **E**

Coordinate the investigation, inspection, and remediation or removal of underground storage tanks which may have caused contamination of soil, groundwater, etc. **E**

Maintain records of inspections. **E**

Work with other state agencies to coordinate remediation and assessment activities for district facilities and sites. **E**

Use topographic maps for calculating earthwork required. **E**

Observe project construction and monitor progress to ensure engineering objectives are met. **E**

Contact staff from other departments as necessary to give and receive information and services as liaison to government agencies regarding civil engineering activities. **E**

Participate in meetings and presents information to advisory committees, citizen groups, and others as requested. **E**

Maintain inventory of district real property and prepare and update land maps. **E**

May assist in the selection and evaluation of design consultants or other professional firms.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college with a major in civil engineering, a valid Professional Engineering license issued by the California State Board of Engineers, and four years of progressively responsible experience in civil engineering. Other equivalent combinations of training and experience may be considered.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Topographic surveying, mapping, grading, and related nomenclature and symbols.

California real property and land use practices.

Boundary control.

Procedures to develop and implement civil engineering and facilities-related projects.

Laws and regulations applicable to hazardous materials management and environmental health.

Drafting instruments.

CADD (computer aided drafting design) software

Reading and writing English communication skills.

ABILITY TO:

Use drafting instruments.

Develop and implement civil engineering and facilities-related projects.

Use CADD (computer aided drafting design) software.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environments.

PHYSICAL REQUIREMENTS:

Good eyesight and depth perception; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.23.04—PeopleSoft

Job Code 6575

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