

City of Redondo Beach Approved: August 5, 2025
Class Specification Resolution: CC-2508-052

TITLE: SENIOR ASSISTANT CIVIL ENGINEER

DEFINITION:

Under direction of the City Engineer or designee, this position is accountable as a team member of the Engineering Division of the Public Works Department to achieve results in support of the City's mission, goals, policies and objectives.

EXAMPLES OF DUTIES, RESPONSIBILITIES AND EXPECTATIONS:

The listed tasks are essential for this position and may include but are not limited to the following:

- Plans, designs, and conducts preliminary studies of various public works projects such as streets, sewers, pump stations, parking lots, storm drains, small buildings and park projects
- Prepares preliminary and final designs for construction and maintenance projects
- Prepares cost estimates, reports, and specifications
- Participates in the design and construction of maintenance projects
- Prepares legal descriptions, computations, maps, and other information
- Prepares and checks construction, site drainage, and excavation plan profiles and cross-sections for right-of-way improvements submitted for consistency with codes, ordinances, specifications and practices of the City in the field and office
- Confers with other employees and representatives of governmental agencies, public utilities and contractors to obtain information and to coordinate contract requirements
- Operates motor vehicle while performing various duties
- May function as departmental representative at various meetings
- Delivers responsive and effective internal and external customer service while solving problems and proactively creating sustainable solutions to issues
- Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor
- Supports the City's mission, goals, policies and objectives
- Supports the City's core values of: Openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; and fiscal and environmental responsibility
- Performs other related duties as required

CLASSIFICATION:

This position is designated as Classified and is exempt from coverage under the Fair Labor Standards Act (FLSA) overtime regulations.

QUALIFICATIONS:

This position requires:

Knowledge of:

- Modern principles and practices of civil engineering as applied to the construction of various public works projects
- Modern construction projects, materials and equipment

- Legal implications and code requirements which will affect a project
- Applicable safety and health regulations, City rules and regulations, policies and procedures

The ability to:

- Read and interpret plans and specifications
- Work independently and on project matrix teams
- Plan projects and prepare related designs, estimates, and specifications
- Perform engineering computations and make recommendations for the solution of engineering problems
- Establish and maintain effective working relationships
- Communicate effectively orally and in writing
- Legally operate a motor vehicle in the State of California
- Reason logically and creatively
- Meet medical standards for the class as prescribed in the Industrial Relations and Insurance Support Services Job Analysis

Required Education and Work Experience:

- The position requires a Bachelor's Degree in Civil Engineering, or other occupationally related field.
- At least two (2) years of full-time professional civil engineering work experience.

Other Requirements:

- Possession of valid Class "C" California Driver License is a condition of employment for those appointed to this class.

Expected Competencies Include:

- Computer literacy with knowledge in the use of Microsoft Office, the ability to communicate using email programs, and an understanding of and adherence to City policies for information technology.
- Sound decision making skills, critical thinking ability, problem solving and innovation skills, drive for results, analytic skills, interpersonal, customer service and diplomatic skills, ethical conduct, and proven top performances.

Desired Qualification:

- Valid registration as an Engineer in Training (EIT).

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Physical Abilities: Tasks involve lifting, carrying, pushing and pulling light to moderate objects; standing for extended periods of time; regular reaching, climbing, twisting, turning, bending, stooping, and kneeling.

Sensory Requirements: Some tasks require the ability to perceive and distinguish colors or shades of colors and sounds, and provide oral communication.

Environmental Factors: Some tasks may risk exposure to noise, dirt, dust, pollen, odors, hazardous materials, wetness, humidity, mold, rain, fumes, and traffic hazards.

Job description statements describe the general nature and levels of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.