

Summary of Duties: A Building Civil Engineer plans, organizes, and directs the work of an engineering group checking plans, designs and specifications for a variety of buildings for compliance with the Los Angeles City Building Code, Planning and Zoning Code, and the State Building Codes for energy conservation and building access by the physically disabled. A Building Civil Engineer performs professional civil engineering work when checking plans for the more complex buildings and making special engineering studies. Incumbents use sound supervisory rules and techniques to build and maintain an effective staff and satisfy affirmative action responsibilities, and does related work.

Distinguishing Features: A Building Civil Engineer normally supervises an engineering group which checks plans, designs, and specifications for structural as well as non-structural criteria on a variety of buildings. A Building Civil Engineer personally directs or performs the more difficult work or has overall responsibility for a project and uses considerable independent judgment in carrying it out.

A Building Civil Engineer determines what is to be done, personally supervises the most difficult parts of the work, and delegates work to subordinates. As a bona fide supervisor, a Building Civil Engineer performs the full range of supervisory activities including: disciplining employees, taking care of grievances, rating employee performance, and approving time-off requests.

The classes of Building Civil Engineer and Civil Engineer are different because:

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- * A Civil Engineer supervises employees preparing plans, designs, and specifications for bridges, sewage treatment plants, and other public construction projects.
- * A Building Civil Engineer supervises employees checking structural, civil, and architectural plans to enforce the building, planning and zoning, energy, grading, and handicapped codes and regulations for private as well as public construction.
- * A Building Civil Engineer does forensic analysis of buildings after structural failures or disasters.

The classes of Building Civil Engineer and Structural Engineer are different because:

- * A Structural Engineer must be registered as a Structural Engineer with the California State Board of Registration for Professional Engineers in order to have the legal authority to be in responsible charge to perform structural engineering work.
- * A Structural Engineer supervises an engineering group preparing or checking designs, plans, and specifications for a variety of structures to ensure structural integrity and code compliance of the planned structure.
- * A Building Civil Engineer supervises an engineering group checking designs, plans, and specifications to enforce the building, planning and zoning, energy, grading, and handicapped codes and regulations.

Examples of Duties: A Building Civil Engineer:

- * Supervises an engineering group which checks plans, designs, and specifications for a variety of buildings in low-rise commercial and residential developments in areas such as fire safety, zoning, grading, disabled access, and energy conservation. This includes new construction, alterations, and additions to existing buildings.
- * Makes recommendations on Department zoning enforcement policies in areas such as demolitions, heights of buildings, and land uses.
- * Approves the ending of building covenants and agreements.
- * Reviews proposed zoning code ordinances and State laws and writes Department position papers.
- * Gives employees equal employment/affirmative action information.

- * Selects, orients, assigns, trains, counsels, and disciplines employees using job-related criteria.
- * Helps employees prepare for promotion as described in the City's Affirmative Action Program.
- * May check plans, designs, and specifications for the more complex buildings.
- * May be a supervisor or advisor in a semi-structural or non-structural engineering job such as code research and development or coordinating construction plan processing from beginning to end.
- * May meet with engineers, architects, and contractors about a proposed building or about problems with projects under construction to see how to meet the codes and regulations. Sometimes may do other work for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- * The recognized methods and practices used in structural engineering to check plans, designs and specifications for a variety of structures.
- * Engineering mechanics and the mechanics of materials.
- * The City Building Code, the Planning and Zoning Code, and the State Codes for energy conservation, handicapped access, and grading regulations.
- * Common sources of engineering knowledge.
- * Supervisory principles and practices including: planning, delegating, and controlling the work of employees.
- * Techniques for counseling, disciplining, training, instructing, and motivating employees.
- * Techniques for evaluating employee work performance.
- * Procedures for handling grievances.
- * Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program.
- * Effective safety principles and practices.

A working knowledge of:

- * memoranda of understanding as they apply to employees.

A general knowledge of:

- * City personnel rules, policies, and procedures.

The ability to:

- * Prepare and analyze comprehensive technical reports.
- * Plan, layout, and direct the work of a group of employees.
- * Coordinate the work of an engineering group with an overall program.
- * Establish and maintain a work environment to enhance both employee morale and productivity.
- * Apply sound supervisory principles and techniques.

- * Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.
- * Deal tactfully and effectively with employees and the public.

Minimum Requirements: Four years of full-time paid professional engineering experience in the use and application of the Los Angeles City Building Code, Planning and Zoning Code, and State regulations in areas such as, but not limited to, energy conservation, handicapped access, grading, zoning, and fire safety. Two years of this experience must be full-time paid experience at the level of Structural Engineering Associate.

Registration: A Building Civil Engineer must be registered as a Civil Engineer with the California State Board of Registration for Professional Engineers.

License: A valid California driver's license may be required.

Physical Requirements: A person in this class must be able to lift at least five pounds and sometimes over fifteen pounds. He/she must have good speaking and hearing abilities and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.