

Senior Structural Engineer (9425)
Task List – 2020

Supervision

1. Supervises staff by delegating and assigning work based on experience and knowledge in the performance of design or research of materials or construction methods used for buildings, bridges, and other structures, considering factors such as resources, scope of work, or the use of external consultants, and approves plans and specifications, including modifications submitted by the public, such as property owners and contractors, in order to ensure that the materials, methods, and designs comply with applicable laws and regulations, such as the Los Angeles and International Building Code and American Association of State Highway and Transportation Officials (AASHTO) requirements.
2. Assigns responsibility and work of a unit engaged in tasks such as the preparation, development, and review of plans, specifications, estimates, calculations, and feasibility reports by assuring priority assignments are handled first, while taking into consideration the content, difficulty, safety, and timeframe of an assignment, as well as an employee's workload, capabilities, and developmental needs in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
3. Monitors the work and workload of subordinates and evaluates employee performance on an ongoing basis in areas such as task performance, communication, division/department/team performance, achievement of goals and objectives, and timeliness based upon information obtained from staff, managers, other agencies, clients, and the public in order to discuss evaluations with the employee to ensure safe and timely completion of work and provide positive and negative feedback to improve skills, identify developmental needs, and enhance success.
4. Conveys information to employees orally or in writing, such as policy changes, department objectives, interpretations of City policies or Memoranda of Understanding (MOUs), updated safety information, principals of Equal Employment Opportunity (EEO), trainings, and promotional opportunities, and listens to employee suggestions and concerns and follows-up as appropriate, while coordinating activities of the unit with other supervisors and/or other staff and informing management of completed work activities, deviations from planned work, concerns, and suggestions in order to ensure everyone is provided relevant information.
5. Trains and mentors employees by explaining job requirements, providing written materials, such as safety and performance standards, personnel rules, policies, and procedures, and demonstrates work procedures in order to ensure employees are properly trained and enhance success of the employees.

6. Manages, establishes, and executes the utilization of resources and programs, including automated systems, management information systems, and time and work reporting and recording systems in order to ensure cost reduction and operational improvement.
7. Fulfills responsibilities within City of Los Angeles Equal Employment Opportunity (EEO) guidelines by interviewing and recruiting job candidates by applying their knowledge of the class; listening to employee grievances and disputes to identify a fair solution based on facts; resolving conflict among subordinates by openly dealing with problems and taking corrective action; counseling employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplining employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.

Public Interaction

8. Resolves disputes and routine inquiries at the public counter from various stakeholders, such as home owners, contractors, public agencies, and vendors, by granting extensions and/or interpreting and applying the appropriate structural design codes in order to assist in the approval of plans and/or designs and provide information about rules and regulations related to the structure and/or facility for full compliance.
9. Presents information to the public, media, Commissions, and/or the City Council at professional, technical, trade, governmental, and construction industry meetings about structural engineering projects, such as information about current projects, requirements, and departmental positions on specific issues in order to provide an expert opinion and inform the public about these projects.
10. Conducts safety assessments of structures, such as buildings and bridges by visually identifying risks and hazards following a major event such as major rainstorms, earthquakes, and fires in order to determine the next course of action, such as deciding if the structure needs to be shut down or requires further investigation to ensure the safety of the public.
11. Assigns staff in the preparation and administration of professional service contracts, which may include the development and preparation of Requests for Qualification (RFQs) and Requests for Proposal (RFPs), and participation in and negotiation of a higher level contract in order to ensure that the city engages the most qualified professional service providers.

Technical

12. Assigns, prepares, and analyzes designs, plans, specifications, calculations, technological developments, estimates, and reports with the use of specialized

structural modeling and analysis software, considering factors such as the structural, architectural, environmental, economic, and legal aspects of a variety of structures and/or facilities, such as bridges, high rises, and residential and/or commercial buildings in order to determine the compliance and efficiency of a structure.

13. Analyzes and recommends items, such as staffing, technology, equipment, and other resources for inclusion in a division's proposed budget with the use of software such as Microsoft Office, specialized structural modeling and analysis software, and computer aid design and drafting (CADD) in order to maximize operations and efficiency.

Legal

14. Assigns and/or conducts checks of plans and specifications for compliance with the Los Angeles Municipal Code and other applicable regulations, including the Los Angeles and International Building Code, California Health and Safety Code, American Association of State Highway and Transportation Officials (AASHTO), Standard Specifications for Public Works Construction, Comprehensive Zoning Plan of the City of Los Angeles, California Green Building Code, and American with Disabilities Act (ADA) in order to support, oppose, or recommend changes to the plans and specifications to ensure legal defensibility.
15. Makes recommendations on major policy matters covering a broad range of administrative and technical areas and may serve as an expert witness in response to a pending legal matter, such as an interpretation and application of codes, standards and design, and/or maintenance of structures in order to achieve compliance with City requirements.