



City of Laguna Niguel Job Description

GRADING ENGINEER

Middle Management, Professional, and Supervisory Unit
FLSA: Exempt

DEFINITION

Perform a wide variety of grading investigation, enforcement, and inspection duties, including providing grading information to the public, grading permit processing, plan checking to ensure compliance with the City's grading ordinance, and other applicable code and grading inspection.

SUPERVISION RECEIVED AND EXERCISED

Receives general guidance and direction from Building Official.

May exercise general supervision over office or part-time staff as needed and assigned.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Respond to public or other inquiries related to the grading permit application process (filing and fees), on-going grading activities, and existing grading information for property within the City; provide information to the public concerning grading ordinance standards and requirements and code interpretations.
- ◆ Investigate property containing unstable earth/soil conditions and erosion control and site drainage problems; confer with property owners, builders, contractors, civil and geotechnical engineers, and others; make recommendations on procedures to correct unstable earth/soil conditions, erosion control, and site drainage problems.
- ◆ Investigate complaints related to water quality (NPDES) and grading ordinance violations; use enforcement procedures (i.e. Stop Work Notice or Notice to Comply); coordinate and confer with the Community Development Director, City Attorney, Building Official, and Code Enforcement Officer to gain compliance on violations.
- ◆ Implement and manage the grading permit application processes, including the filing and review of applications, routing of grading plans for plan check review, routing of geotechnical reports and hydrology studies for consultant review, issuance of grading permits, written correspondence, record keeping, file management, and management of grading permit bonds.
- ◆ Plan check grading and drainage improvement plans associated with grading permit applications for compliance with grading ordinance standards and requirements.
- ◆ Inspect residential, commercial, and industrial grading activities associated with grading permits and in accordance with approved grading and drainage plans;

- ◆ keep records of inspections made and actions taken; prepare correction notices.
- ◆ Represent the City at meetings to coordinate grading activities; discuss plan check corrections; discuss compliance with grading ordinance standards and requirements.
- ◆ Attend conferences, workshops, and training sessions related to water quality (NPDES) inspection requirements and new techniques and methods for erosion and sediment control; stay informed and updated about Federal, State, and County laws and requirements related to water quality, grading, and drainage improvements.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Laws, codes, ordinances, and policies related to water quality (NPDES), grading, and drainage.
- ◆ Current methods, techniques, and materials related to grading, drainage, and erosion control practices and inspections.
- ◆ Basic principals of soil mechanics and geology as applied to grading practices.
- ◆ Modern office procedures and methods, record keeping, business letter writing, and basic report preparation.
- ◆ Basic computer skills including word processing, spreadsheet, database, email, and the use of automated permit processes.
- ◆ Accepted customer services practices.
- ◆ Standard English usage.

Ability to:

- ◆ Communicate effectively, both orally and in writing, with employees, consultants, engineers, geologists, other government agency representatives, City officials, and the general public.
- ◆ Communicate technical information in an understandable way.
- ◆ Ensure compliance with appropriate Federal, State, County, and local laws, codes, and regulations.
- ◆ Enforce necessary regulations with firmness and tact.
- ◆ Make appropriate decisions within established guidelines.
- ◆ Maintain inspection records and permit files.
- ◆ Prepare reports and written correspondence.
- ◆ Use a computer and related software.
- ◆ Make mathematical computations rapidly and accurately.
- ◆ Read and interpret grading and drainage plan specifications.
- ◆ Establish and maintain effective working relationships.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Four years of full-time and progressive experience as a grading engineer.

Graduation from an accredited four-year college or university with a degree in civil engineering or a related field.

Licenses:

Possession of a valid California Driver's License and an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly outdoors with some work performed in office settings. The majority of the outdoor work is required in the inspection of various grading activities and the investigation of unstable soil conditions and drainage problems on property. Essential functions may require maintaining physical conditioning necessary for light lifting or moving up to 25 pounds, sitting, reaching with arms and hands, bending, stopping, kneeling, crouching, balancing, crawling, climbing, walking, and standing for prolonged periods of time.

Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must have the ability to talk and hear, and be able to use hands to finger, handle, feel, and operate and manipulate objects, tools, a computer keyboard, controls, and a motorized vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office and in the field, including construction sites and with occasional inclement weather conditions, exposure to noise, vibrations, dust, grease, fumes, toxic or caustic chemicals, risk of electrical shock, uneven surfaces, in confined spaces, and around heavy construction equipment.