

SUPERVISING STRUCTURAL ENGINEER

DEFINITION

Supervises the personnel and activities of the Structural Engineering Unit and confers with school personnel and commissioned architects and structural engineers on matters related to structural engineering design of District facilities.

TYPICAL DUTIES

Supervises the personnel and activities of the Structural Engineering Unit engaged in: the preparation of structural designs, working drawings, and specifications for structural strengthening of buildings; the compilation of data required for the preparation of drawings and specifications; the calculation and estimation of costs; and the review and approval of plans, drawings, and specifications prepared by commissioned engineers and consulting architects for compliance with applicable regulations.

Serves as the Engineer of Record for District structural engineering work requiring Division of State Architect (DSA) or other relevant governing agency approval.

Selects commissioned structural engineers, soil consultants, geologists, and corrosion engineers; arranges special work programs and procedures and supervises their execution; evaluates proposals on the scope of work and fees; reviews completed work; and recommends partial and final fee payments.

Consults, advises, and gives technical direction to commissioned architects and consulting structural engineers on District policies and guides for structural design.

Supervises the selection of laboratories for investigation and testing work, participates in the annual negotiation of service contracts, and recommends approval of payments for services.

Prepares or directs the preparation of structural specifications and standards and maintains these structural engineering guides to assure conformance with applicable codes within the framework of quality, economy, and District policies.

Confers with and advises District personnel concerning soil problems and structural engineering requirements and estimates for the development of proposed new sites and for work at existing sites.

Conducts research, requests field testing, reviews and evaluates field test results, and prepares reports on structural design criteria, systems, and standards, and construction methods and costs.

Assists in developing District structural engineering policies.

Advises District administrators on the qualifications of structural engineers recommended by commissioned architects.

Represents the District on structural engineering matters with State, County, and city officials and at meetings of the advisory board of the State Architect.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Supervising Structural Engineer supervises the activities and personnel of the Structural Engineering Unit, selects and directs the activities of commissioned structural engineers, and represents District interests relative to structural engineering concerns; and serves as the Engineer of Record for District mechanical engineering work.

A Structural Engineer performs difficult structural engineering work; provides technical direction to District engineering personnel, commissioned architects, and consulting engineers; and may sign

plans and specifications as a registered engineer.

An Assistant Structural Engineer performs moderately difficult structural engineering and assists in the review of the work of commissioned architects and engineers for errors and for conflict with District structural engineering design standards and policies.

SUPERVISION

General supervision is received from a higher level administrator. Supervision is exercised over lower-level engineering and drafting personnel in the Structural Engineering Unit. Technical direction is given to commissioned structural engineers.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and standard practices of structural engineering
- State and local codes pertaining to structural engineering features of building construction
- Relationship of structural engineering to other engineering and architectural features of buildings, including cost and operation comparisons
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of project management

Ability to:

- Provide technical review and advice tactfully and effectively
- Provide sustained attention to complex plans and specifications and edit the work of others
- Communicate effectively, both orally and in writing
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies
- Supervise effectively
- Manage multiple projects simultaneously

Special Physical Requirement:

Agility to climb ladders and scaffolds, walk on roofs, and move safely in partially completed buildings and crawl spaces

ENTRANCE QUALIFICATIONS

Experience:

One year of experience as a registered civil and structural engineer in planning, designing, and preparing structural and civil engineering designs and specifications for large commercial, government, or school building projects. One year of supervisory experience is preferable.

Special:

The following is a requirement and must be kept valid during the term of employment:
A valid Certificate of Registration as a Professional Civil and Structural Engineer issued by the California Board for Professional Engineers, Land Surveyors, and Geologists.
A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
07-17-25
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