

# **Attachment B**

New Job Descriptions

**PRINCIPAL ACCOUNTANT**

**DEFINITION:** To perform a wide variety of responsible professional accounting work including the maintenance, compilation and review of various financial records; prepare various financial reports and financial statements; apply GASB pronouncements; account for complex financing of City projects and agreements; account for the City's grants and insures compliance with applicable laws and regulations; prepare and maintain all tax and compliance filings; assist staff at various levels; and perform a variety of technical tasks relative to assigned areas of responsibility.

**DISTINGUISHING CHARACTERISTICS:**

Accountant - This is the entry level class within the professional Accounting series. The Senior Accountant class is distinguished from the Accountant by the level of independence of action, knowledge of the City's accounting systems and processes, and complexity of work assigned. An incumbent may flex into the Senior Accountant level upon meeting qualifications, satisfactory job performance, and the recommendation of the Department Director.

Senior Accountant - This is the journey level class within the professional Accounting series. Employees within this class are distinguished from the Accountant by the performance of advanced level accounting duties involving monitoring, maintaining and administering significant accounting processes and/or services involving complex analyses, accounting, recording, auditing and report preparation. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Incumbents may be assigned to train and exercise technical supervision over lower level professional, technical and administrative support staff. An incumbent may flex into the Principal Accountant level upon meeting qualifications, satisfactory job performance, and recommendation of the Department Director.

Principal Accountant – This is the supervisory level class in the flexibly staffed Accountant professional series. The Principal Accountant position is distinguished from Senior Accountant by the depth of experience and responsibility for more highly complex duties including supervising the work of professional, technical, and administrative support staff.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general supervision from the Accounting Manager. Provides functional and technical supervision to various staff levels. May directly supervise technical and administrative support staff as assigned.

**ESSENTIAL DUTIES:** The following essential duties are typical for this classification. Incumbents may not perform all the listed duties and may be required to perform additional or different assignments from those below to address business needs and changing business practices:

- The Accountant completes duties at an entry level. The Senior Accountant is competent in performing the below duties and provides assistance. The Principal Accountant performs lead level work for the following essential functions including supervisory duties.
- Prepare various bank accounts reconciliations and fiscal agent statements; reconcile bank accounts to a variety of accounting modules; analyze banking and accounting transactions; make transfers; perform banking inquiries regarding checking activity including bank charges, cleared checks, outstanding checks, lost checks and stop payments, as required;
- Prepare annual opening and closing entries and reconciliations; prepares allocations, transfers, reservations and designations of ending financial resources and other activities necessary to close the activities of fund at year end;
- Maintain records for assigned funds; ensuring that activities are properly accounted for, that required reports are submitted and that closing entries are made timely as required; prepares fund financial statements, schedules, footnote disclosures included in the Annual Comprehensive Finance Report (ACFR) in conformance with GAAP and other technical reporting requirements;
- Review, monitor and update subsidiary interfaces to the general ledger; balance general ledger with subsidiary ledgers; analyze activities in subsidiary systems to identify source and cause of variance;
- Assist in the preparation and maintenance of the City's annual budget as needed;
- Assist in the accounting and administration of various grants, special assessment and Improvement Act bonds; analyze and comply with funding agency accounting and reporting requirements;
- Maintain City debt records, make timely payments to fiscal agents, track debts and prepare and disseminate disclosure information, sizes and coordinates bond calls, reconcile and book fiscal agent statement activity, coordinate arbitrage calculations; provide required data to trustee;
- Maintain accounting records of City assessment districts; act as the financial trustee of bond proceeds and property owner contributions; distribute and reconciles bond proceeds to applicable funds; provides cost estimates for each levy to assess costs; monitor payments from the County levy to determine that the fund has sufficient funds available to make debt service and fee payments; transfer monetary funds between accounting funds;
- Assist in the accounting for complex financing projects and agreements;

- Respond to customer and departments inquiries and problems;
- Assist in the annual closing of the City's financial records;
- Maintain records of fixed assets, land, buildings and infrastructure; record asset additions and deletions by function and fund; determine value of asset from a variety of supporting documentation; calculate and maintain depreciation schedules;
- Assist in the recordation, estimation and accrual of various receivables and liabilities;
- Assist in the preparation of a variety of internal and external reports, as assigned;
- Assist in the preparation for and coordination of various annual and special audits;
- Provide technical and functional assistance/backup to Division operations as needed;
- Prepare and maintain various Federal, State and corporate tax filings including, wages, withholdings, taxable benefits, payments to independent contractors, sales and use taxes, fuel taxes, underground fuel tank storage taxes and other filings as appropriate;
- Provide training and functional supervision to assigned staff;
- Recommend or implement changes in accounting systems and procedures; and
- Perform related duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below represent the knowledge, skill, and ability required.

**Knowledge of:**

Generally accepted accounting principles and practices;

Governmental Accounting and Auditing Standards and their application to a variety of accounting scenarios and transactions;

Methods and techniques of financial statement preparation and auditing;

Principles and practices of budgeting;

Automated financial management systems;

English grammar, spelling, punctuation and word usage at a level of proficiency required for successful job performance; and

Current personal computing and modern office equipment and practices.

Senior Accountant (in addition):

Advanced accounting principles and practices and their application to a variety of accounting scenarios and transactions;

Advanced governmental accounting and auditing standards and their application to a variety of accounting scenarios and transactions;

Methods and techniques of financial statement preparation and auditing;

Municipal budgeting principles and methods; and

Advanced level use of database and spreadsheet software applications.

Principal Accountant (in addition):

Principles and practices of supervision, training, performance evaluation, and personnel management.

**Ability to:**

Perform a variety of entry and professional level professional accounting duties;

Perform bank account reconciliations;

Research data and prepare clear and concise financial reports;

Perform auditing functions;

Work independently in the absence of supervision;

Read, understand, interpret and apply complex regulations, standards, laws and similar job-related written materials;

Communicate clearly and concisely, both orally and in writing;

Regularly and predictably attend work;

Follow directions from a supervisor;

Understand and follow posted work rules and procedures;

Accept constructive criticism; and

Establish and maintain cooperative working relationships with those contacted in the course of work.

This position may be required to work overtime hours as needed.

Senior Accountant (in addition):

Perform advanced level professional accounting duties;

Perform a variety of complex fund, cost, grant and other specialized professional accounting and auditing duties;

Exercise resourcefulness and advanced understanding of municipal finance and accounting to develop analytical and accounting methods and solutions to solve difficult technical finance problems and to meet changing reporting requirements;

Perform complex bank account reconciliations;

Work with a high level of independence in planning, organizing and completing work assignments; and

Work under minimum supervision and provide lead direction and training coordination to staff.

Principal Accountant (in addition):

Provide effective supervision and motivation of assigned subordinate staff; and

Conduct performance evaluations.

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL WORKING CONDITIONS:**

Work is performed in an office environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform desk work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

**EXPERIENCE, EDUCATION AND LICENSE &/OR CERTIFICATE:** A combination of experience and education which would likely provide the required knowledge and abilities to qualify. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Accountant: One year of experience performing accounting or finance support duties.

Senior Accountant: Three years of professional accounting experience, including at least one year of governmental accounting or auditing experience.

Principal Accountant: Four years of professional accounting experience, including at least two years of governmental accounting or auditing experience and one year of lead or supervisory experience.

**Education:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting or a closely related field.

**License:** Due to the performance of some field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record may be required.

Current licensing as a Certified Public Accountant in the State of California desirable.

**Disaster Service Worker:** In accordance with Government Code Section 3100, City of Newport Beach Employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

Employee Group: Professional & Technical Employees Association  
FLSA Designation: Non-Exempt  
Department: Administrative Services

## BUILDING INSPECTOR SUPERVISOR

**DEFINITION:** Under general direction, plans, schedules, assigns, supervises, and reviews the work of staff performing building inspections for assigned areas; ensures compliance with all building codes and regulations; coordinates building inspection activities with other divisions and departments; provides highly complex staff assistance to the Deputy Community Development Director/Chief Building Official; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:** This is the full supervisory-level class in the building inspector series that exercises independent judgment with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff, organizing and overseeing day-to-day building inspections and related work, and providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general direction from the Deputy Community Development Director/Chief Building Official or designee. Exercises direct supervision over technical staff.

**ESSENTIAL DUTIES:** The following essential duties are typical for this classification. Incumbents may not perform all the listed duties and may be required to perform additional or different assignments from those below to address business needs and changing business practices:

- Plans, organizes, supervises, and reviews the work of staff responsible for conducting inspections of single and multi-unit residential properties, mixed-use properties, and commercial or industrial properties for compliance with structural, mechanical, electrical, plumbing, and related codes and regulations;
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion;
- Trains staff in work and safety procedures; implements training procedures and standards;
- Assists in developing and standardizing procedures and methods to improve and continuously monitor the efficiency and effectiveness of building inspection service delivery methods and policies and procedures; identifies opportunities for improvement and recommends to the Deputy Community Development Director/Chief Building Official;

- Performs field inspections of complex commercial and residential structures; checks for and assures compliance with laws and ordinances and check plans as required;
- Coordinates and assists assigned staff, architects, engineers, designers, contractors, homeowners, other City departments, and external agencies with problem resolution, special applications, and code interpretation; reviews, investigates, and responds to inquiries and complaints; recommends and/or takes appropriate action;
- Works closely with plan check and engineering regarding structural and safety requirements for building design; interprets codes and resolves problems;
- Researches, analyzes, and evaluates new building construction methods and materials; determines compliance with codes;
- Conducts special inspections on structures to be transported, on substandard or hazardous structures, on change of occupancy, and to facilitate code violation compliance;
- Oversees the administrative aspects of the Building Inspection Section including maintaining records and files, coordinating workflow, preparing a variety of reports, memoranda, and other correspondence;
- Provides input on decisions for contracted inspection services; monitors work performed by contractors and ensures compliance with contract provisions including budget, work quality, and timelines;
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in the field of building inspection; and
- Performs related duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below represent the knowledge, skill, and ability required.

**Knowledge of:**

Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures;

Principles and practices of leadership;

Applicable federal, state, and county laws, codes, rules, regulations, and standards related to areas of responsibility;

Principles, practices, and methods of residential, commercial, and industrial structural and building plan review and inspection work;

Principles and practices in general construction, electrical, mechanical, and electrical systems;

Principles of structural design and engineering mathematics;

Occupational hazards and standard safety practices necessary in the area of building inspection and construction;

Research methods and sources of information related to building inspection;

Principles and procedures of record-keeping and preparation of correspondence;

Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly;

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff;

The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar; and

Modern equipment and communication tools used for business functions and program, project and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

Select and supervise staff, provide training and development opportunities, ensure work is performed effectively and evaluate performance in an objective and positive manner;

Supervise and conduct thorough and accurate inspections of the construction, alteration, or repair of buildings and site development;

Supervise the enforcement of a wide range of building and related codes and regulations;

Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed;

Oversee the work of third party service providers including monitoring compliance with contract provisions;

Prepare clear and concise reports, correspondence, and other written material;

Make accurate mathematical computations;

Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals;

Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments;

Use tact, initiative, prudence, and independent judgment within general policy, and procedural, guidelines;

Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks;

Communicate clearly and concisely, both orally and in writing;

Regularly and predictably attend work;

Engage in face-to-face meetings;

Follow directions from a supervisor;

Understand and follow posted work rules and procedures;

Accept constructive criticism; and

Establish and maintain cooperative working relationships with those contacted during work.

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL WORKING CONDITIONS:**

Physical demands require climbing up and down moderate to steep slopes as well as ladders to roofs of buildings under construction, bending, stooping and occasionally crawling into attics and under-floor spaces. Work is performed in a variety of environmental conditions; with exposure to temperature variations, noise, vibrations, fumes, odors and dust. Physical demands also require bending, stooping, standing, kneeling and walking over sometimes uneven terrain. Must be able to sit, reach, twist, lean, stand at counter, operate inspection related equipment, lift files and reports from counter tops or file drawers. Employee must be able to see and hear in normal range with or without correction, and communicate verbally and in writing.

**EXPERIENCE, EDUCATION AND LICENSE &/OR CERTIFICATE:** A combination of experience and education which would likely provide the required knowledge and abilities to qualify. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of increasingly responsible building inspection experience, including at least one year of experience leading the work of others.

**Education:** Equivalent to completion of the twelfth grade.

**License(s):** Due to the performance of some field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record is required.

**Certificate(s):** Possess and maintain a valid certificate as a California Combination Inspector issued by the International Code Council (I.C.C.) or equivalent.

**Disaster Service Worker:** In accordance with Government Code Section 3100, City of Newport Beach Employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

Employee Group: Key & Management Compensation Plan  
FLSA Designation: Exempt  
Department: Community Development  
Revised:3/26/2026

## CITY OF NEWPORT BEACH

### UTILITIES INSPECTOR

**DEFINITION:** To inspect workmanship and materials used in a variety of utilities projects; and to ensure conformance with plans, specifications and Departmental regulations.

**DISTINGUISHING CHARACTERISTICS:** This is a single-position classification. Incumbents are expected to independently perform the full range of utility inspection duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general supervision from the Utilities Director or other management staff.

**EXAMPLES OF ESSENTIAL DUTIES:** The following essential functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those below, to address business needs and changing business practices:

- Inspect various structures and construction projects for conformance with specifications and regulations; check line, grade, size, elevation and location of structures;
- Monitor traffic control problems at construction sites and coordinate corrections if necessary;
- Record amounts of materials used and work performed; prepare necessary reports for progress payments;
- Review plans and specifications of assigned project; attend and conduct pre-construction conferences as necessary;
- Inspect materials for identification as conforming to specifications;
- Perform a variety of field tests; including but not limited to hydro-static testing, chlorine residual testing, and bacteriological testing;
- Observe work during progress and upon completion; monitor contractor workforce for adequate staffing levels; prepare field memos for contractors;
- Inspect adjacent properties for damage from construction activity;
- Confer with property owners regarding project schedule, hazards and inconvenience;

- Coordinate work with other City departments and contractors;
- Prepare a variety of activity records and reports; maintain as-built notes for each set of construction plans; and
- Perform related duties as assigned.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:**

Physical demands require climbing up and down moderate to steep slopes, bending, stooping and occasionally crawling into small or confined areas. Work is performed in a variety of environmental conditions, including major construction sites of roads and bridges; with exposure to temperature variations, noise, vibrations, fumes, odors and dust. Physical demands also require bending, stooping, standing, kneeling and walking over sometimes uneven terrain. Must be able to sit, reach, twist, lean, operate inspection related equipment, lift files and reports from counter tops or file drawers. Employee must be able to see and hear in normal range with or without correction, and communicate verbally and in writing

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge of:**

Principles, methods, materials, equipment and safety hazards of construction inspection;

Materials, methods, practices and equipment used in water, wastewater, storm drain, and streetlight systems operations, construction, maintenance and repair activities;

Utility water, wastewater, storm drain, and streetlight infrastructure construction standards, specifications and regulations;

Methods of cross-connection control and backflow prevention;

Defects and faults in construction;

Basic soil mechanics and geology;

Modern office practices, procedures, methods, and equipment;

Word processing and spreadsheet software applications programs; and

Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.

**Ability to:**

Understand and interpret engineering plans and specifications and prepare accurate engineering records;

Detect and locate faulty materials and workmanship and determine the state of construction during which defects are most easily found and remedied;

Participate in and maintain all required safety and/or Cal OSHA certifications and training;

Deal firmly and tactfully with contractors, engineers and property owners;

Communicate effectively, both orally and in writing;

Appear for work on time;

Follow directions from a supervisor;

Understand and follow posted work rules and procedures;

Accept constructive criticism; and

Establish and maintain cooperative working relationships with those contacted in the course of work.

This position may be required to work overtime hours as needed.

**EXPERIENCE AND EDUCATION:** A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Four years of increasingly responsible experience performing utility operations, construction, inspections and maintenance work. Experience in utility municipal inspection preferred.

**Education:** Equivalent to completion of the twelfth grade supplemented by specialized training in mathematics, civil engineering, utilities or a related field.

**License or Certificate:** Due to the performance of some field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record are required.

Possession of a valid Grade 2 Water Distribution Certificate.

Possession of a valid Grade 1 Water Treatment Certificate.

Possession of a valid Grade 1 Wastewater Collection Systems Certificate.

Possession of a valid Grade 2 Wastewater Collection Systems Certificate is desirable.

Employee Group: League  
FLSA Designation: Non-Exempt  
Department: Utilities  
Created: 4/20/26

**ASSOCIATE CIVIL ENGINEER**

**DEFINITION:** To perform professional and technical engineering work in assigned area of responsibility such as plan and development review, contract administration and design; and to provide technical staff assistance to higher level engineering staff.

**DISTINGUISHING CHARACTERISTICS:** This is the full journey level classification within the professional Engineering series. The Associate Civil Engineer is distinguished from the Junior Engineer by the performance of the full range of duties as assigned and minimum qualifications. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. This position is flexibly staffed and may be filled by advancement from the Junior Engineer position.

**SUPERVISION RECEIVED AND EXERCISED:** Receives direction from higher level engineering staff. May exercise technical supervision over less experienced professional staff within the work unit, and technical or functional supervision over technical staff within the Division.

**ESSENTIAL DUTIES:** The following essential functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those below to address business needs and changing business practices:

- Review and check residential and commercial building plans or plans related to structures such as streets, sidewalks, gutters and other offsite construction; check plans for conformance with regulations regarding line, grade, size, elevation and location of structures; check calculations;
- Maintain records of all plans and contract documents;
- Prepare progress reports on projects under construction; maintain records or changes and field notes;
- Investigate field problems affecting property owners, contractors and maintenance operations;
- Coordinate assigned activities with consultants, engineers, developers, contractors, other City departments and divisions, and with outside agencies;
- Develop plans, specifications and other contract documents;
- Provide technical and professional engineering support services relative to assigned area of responsibility;

- Prepare special engineering studies and reports; perform special assignments on engineering problems as necessary;
- Plan, prepare and design a variety of engineering projects such as roads, bridges, structures and hydraulics;
- Calculate the quantity, quality and cost of materials used for various projects;
- Review engineering calculations of other engineers or engineering technicians;
- Prepare plans and specifications, maps, deeds and legal descriptions;
- Review plans for traffic signals, traffic signing, and traffic striping for conformance with City policies and State and Federal requirements;
- Plan, prepare, and design a variety of engineering projects, such as traffic signals, traffic striping, and traffic signing;
- Assist the Traffic Engineer in all functions of Traffic Affairs Committee, consisting of meetings, minutes, follow-up, including preparation of City Council memos;
- Review all permits involving work in public streets; review any and all traffic control plans required due to work in streets;
- Prepare traffic control plans and requirements for special events and athletic events impacting City streets;
- Provide regular supervision, management and assignment review of subordinate staff; and
- Perform related duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Knowledge of:**

Basic principles and practices of civil engineering;

Methods, materials and techniques used in the construction of public works projects;

Modern developments, current literature and sources of information Regarding engineering;

Principles of advanced mathematics and their application to engineering work;  
Applicable laws and regulatory codes relevant to assigned area of responsibility; and  
City engineering policies and procedures.

**Ability to:**

Prepare plans and drawings neatly and accurately;

Make engineering design computations and check, design, and prepare engineering plans and studies;

Learn and apply City engineering policies and procedures;

Learn applicable laws and regulatory codes applicable to areas of assigned responsibility;

Learn to prepare, understand and interpret engineering construction plans, specifications and other contract documents;

Perform technical research and solve engineering problems;

Conduct comprehensive engineering studies and prepare reports with recommendations;

Communicate clearly and concisely, both orally and in writing;

Regularly and predictably attend work;

Follow directions from a supervisor;

Understand and follow posted work rules and procedures;

Accept constructive criticism; and

Establish and maintain cooperative working relationships with those contacted in the course of work.

This position may be required to work overtime hours as needed.

**PHYSICAL REQUIREMENTS AND ENVIRONMENTAL WORKING CONDITIONS:**

Work is performed in an office and/or field environment and may require occasional travel to off-site facilities. Job duties involve sitting, standing, and walking for prolonged or intermittent periods of time, and reaching, bending, and twisting at the waist to perform

desk or field work and operate general office equipment, including a personal computer and keyboard, for prolonged or intermittent periods of time. The operation of a personal computer also requires finger and wrist dexterity and the ability to withstand exposure to vibration, pitch and glare from the computer. Employee must be able to safely lift and carry books, files and reports weighing up to 25 pounds. Must be able to lift files and reports from counter tops or file drawers.

**EXPERIENCE, EDUCATION AND LICENSE &/OR CERTIFICATE:** A combination of experience and education that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Two years of increasingly responsible professional engineering experience.

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

**License or Certificate:** A valid certificate of registration as a Professional Engineer (PE) from the State of California is required.

Due to the performance of some field duties, which require the operation of a personal or City vehicle, a valid and appropriate California driver's license and an acceptable driving record are required.

**Disaster Service Worker:** In accordance with Government Code Section 3100, City of Newport Beach Employees, in the event of a disaster, are considered disaster service workers and may be asked to respond accordingly.

Employee Group: PTEANB  
FLSA Designation: Non-Exempt  
Department: Public Works  
Revised: 10/25/02  
Updated: 5/19/26