

# **CITY OF PACIFICA**

4/4/99

## **ASSISTANT CIVIL ENGINEER**

### **DEFINITION**

Under the general direction of the Division Head of Engineering, performs a variety of professional civil engineering work in the planning, investigation, design construction and maintenance of public works facilities. Performs permit engineering and inspection of facilities constructed by private developers as well as map checking, plan review, administration and permit tracking.

### **ESSENTIAL FUNCTION REQUIREMENTS**

Performs plan check, review and processing of plans for private developments affecting streets and sidewalk, sewers, storm drains and related public works facilities ensuring City requirements and codes are met. Reviews encroachment, street opening and street occupation permit applications, assess the required fees and bonds including compliance with code ordinance and permit application procedure. Involved in Code Enforcement compliance with projects effecting city property. Prepares plans and specifications for City projects. Reviews Tentative and Final Maps per Subdivision Map Act; Administers or assists in the administration of contracts for construction projects; may serve as project manager on a variety of projects. Performs calculations; prepares estimate and design studies of time and materials, prepare feasibility reports. Orders and collects survey, mapping and traffic engineering data; analyzes traffic related matters and provide recommendation based on his/her analysis. Obtains, receives and investigates information and complaints by customers. Researches publications, industry information sources and project design. Uses personal computer for report writing, engineering calculations, CAD design and data collection retrieval and analysis. Makes presentations and serves as staff to commissions and review boards. Needs strong communication skills. Ability to work well with others and to maintain effective relations with the public, permittees developers and contractors. May act as lead and may supervise the work of other engineers, technicians and para-professional staff. Ability to walk on uneven surfaces and to stoop, bend and crawl during field work.

### **EXAMPLES OF DUTIES**

Conducts investigations and studies of engineering problems and projects to recommend satisfactory solutions. Writes reports, letters, specifications, field notes, permit conditions of approval and other documents for the execution of engineering projects. Performs complex engineering calculations related to hydraulics, surveying, structures and street design. Checks the work of other engineers. Performs map checking. Prepares cost estimates. Inspects engineering construction projects. Performs complex field investigations and data gathering. Meets with members of the public, outside agency representatives, contractors and personnel from other departments to resolve complaints, coordinate activities, assure compliance with local codes and to provide liaison necessary to successful completion of engineering projects.

### **EMPLOYMENT STANDARDS**

Graduation from an accredited four year college or university with a Bachelor of Science degree in Civil Engineering. A combination of possession of an Engineer-In-Training (EIT) Certificate and extensive experience may be considered equivalent to the required degree.

### **LICENSE**

Possession at time of employment of a valid California driver's license is mandatory.

**ASSOCIATE CIVIL ENGINEER****DEFINITION**

This position serves as the division head and performs professional engineering work in the investigation, analysis, design, construction, maintenance and repair of public works projects and facilities; supervises assigned major program areas of the Engineering Division including construction inspection, traffic studies and reports, computer applications, etc.; reviews maps, plans and specifications for private and public construction projects; and does related work as required.

**ESSENTIAL FUNCTION REQUIREMENTS**

Ability to supervise, assign and reviews the work of subordinate technical personnel and contractors; ability to work well with others and to maintain effective relations with the public; ability to clearly present oral reports at public meetings; ability to review and evaluate development of projects of varying complexity and to recommend alternative solutions to various engineering problems; ability to design, check and review a multitude of engineering projects and necessary field activities to ensure the orderly progress, completion and quality of work within the constraints of available time and resources; ability to develop and administer public improvement contracts for public works projects; ability to stoop, bend, climb and walk on uneven surfaces to inspect road construction.

**EXAMPLES OF DUTIES**

Conducts preliminary investigations and studies of engineering problems/projects in order to recommend the most economical and satisfactory type of solution/construction; performs specialized technical studies and investigations; prepares and supervises the design of engineering plans and specifications for the construction of public works and parks construction projects; develops and assists development of computer applications for Engineering Division procedures, in conjunction and coordination with other departments as warranted; prepares traffic studies and reports; supervises and assists in the checking of subdivision and development plans for conformance to City standards; verifies the proper recordation of maps, easements, minor boundary line adjustments, etc.; checks plans and specifications for accuracy of design and completeness; performs right-of-way engineering and related tasks; prepares preliminary and final cost estimates; coordinates engineering work with other departmental sections, consultants, developers and property owners; meets with city/county, state and other officials to resolve problems affecting engineering projects; inspects, administers and supervises construction projects, including the resolution of disputes concerning plans, specifications and extra work; provides information to the public on department operations and current and proposed projects; conducts the investigation of complaints; makes presentations to the City Council, Planning Commission, and other bodies; and performs other work as directed. Acts as City Engineer in the absence of same.

**EMPLOYMENT STANDARDS**

Graduation from an accredited four year college or university with a degree in Civil Engineering, with emphasis in Civil Engineering or closely related field mandatory; three years of administration, preferably in local government or civil engineer operation is highly desirable; considerable working knowledge of the principles and practices of civil engineering, particularly as they apply to local government codes and ordinances in the operation and maintenance of city right-of-way improvements.

**LICENSES**

Possession of a Professional Civil Engineer license or ability to secure same within one year of employment; possession of a California driver's license is required.