

Town of Loomis

JOB DESCRIPTION

JUNIOR ENGINEERING TECHNICIAN, ASSISTANT, ASSOCIATE, OR SENIOR ENGINEER

DEFINITION

Under the direction of the Town Engineer, this position performs professional civil engineering work related to the planning, design, construction, inspection, and maintenance of the Town of Loomis' public infrastructure and capital improvement projects. This is a step-level position series that may be filled at the Junior Engineering Technician, Assistant, Associate, or Senior level, depending on qualifications and experience. Responsibilities include preparing engineering plans and specifications, reviewing development proposals, managing projects, managing engineering records, ensuring compliance with applicable codes and regulations, and providing technical assistance to other departments and the public. The Senior Engineer role includes supervisory responsibilities.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

- Prepare, review, and approve engineering plans, specifications, and cost estimates for public works projects, including streets, storm drains, parks, and facilities.
- Conduct engineering studies and analyses related to traffic, drainage, grading, and infrastructure improvements.
- Perform construction/encroachment inspections on public right of way.
- Review private development plans from developers, contractors and consultants and coordinate compliance with Town standards, codes, and regulations.
- Prepare and present technical reports, staff reports, and recommendations to the Community Development Director, Town Manager, Planning Commission, and Town Council.
- Ensure compliance with federal, state, and local regulations, including the California Environmental Quality Act (CEQA), National Pollutant Discharge Elimination System (NPDES), and Americans with Disabilities Act (ADA).
- Provide technical support to other Town departments and respond to public inquiries and complaints related to engineering and public works issues.
- Coordinate with outside agencies, utility companies, and regional organizations on infrastructure planning and improvements.
- Maintain accurate project records and documentation.
- Perform related duties as assigned.

In addition to the duties listed above, the Associate and Senior Engineer's duties may also include, but are not limited to, the following:

- Supervise, train, and evaluate assigned engineering and technical staff; provide leadership on complex projects.

- Prepare and present technical reports, staff reports, and recommendations to the Town Engineer, Town Manager or designee, Planning Commission, and Town Council.
- Assist with preparation and administration of department budgets and grant applications.
- Manage capital improvement projects from design through construction, including contract administration, inspection coordination, and budget monitoring.
- Provide leadership on complex projects.

DESIRABLE QUALIFICATIONS

Desirable qualifications include the following **knowledge base**:

- Principles and practices of civil engineering, including design, construction, inspection, and maintenance of public infrastructure
- Applicable laws (federal state and local), codes, and regulations related to public works and land development
- Engineering principles related to hydraulics, hydrology, traffic, grading, and environmental compliance
- Project management techniques, including budgeting, scheduling, and contract administration
- Computer software applications, including AutoCAD, GIS, hydraulic modeling software, and Microsoft Office Suite.
- Principles of supervision and training (Senior level).

Desirable qualifications also include the **ability to**:

- Perform professional engineering calculations, design, and drafting
- Interpret and apply engineering standards, codes, and regulations
- Manage multiple projects and priorities effectively
- Communicate clearly and concisely
- Establish and maintain cooperative working relationships with staff, contractors, developers, and the public
- Prepare clear and comprehensive reports and presentations
- Use computer software for engineering design and project management
- Provide technical guidance and training to staff (Senior level)

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the required knowledge and abilities is qualifying. Typical qualifications by level include:

Junior Engineering Technician

- At least one year of experience in engineering plan review
- No professional engineering license required

Assistant Engineer

- Bachelor's degree in Civil Engineering or related field from an accredited college or university
- No professional engineering license required
- Internship or up to two years of relevant experience preferred
- One or more years of experience in public works projects is desirable
- Possession of an Engineer-in-Training (EIT) certificate is desirable

Associate Engineer

- Bachelor's degree in Civil Engineering or related field
- Two to five years of progressively responsible civil engineering experience
- An Engineer-in-Training (EIT) certificate is desirable

Senior Engineer

- Bachelor's degree in Civil Engineering or related field
- Five or more years of increasingly responsible civil engineering experience, including project management
- One or more years of experience in public works projects is desirable
- A valid Professional Engineer (PE) license in the State of California is required
- Supervisory experience is highly desirable

LICENSES AND CERTIFICATIONS

- Possession of a valid California Class C driver's license
- EIT certificate preferred for Assistant and Associate Engineer level
- PE license in Civil Engineering required for Senior Engineer level

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position in accordance with the Americans with Disabilities Act (ADA) and California Fair Employment and Housing Act (FEHA).

ENVIRONMENTAL CONDITIONS

Work is primarily performed in an office setting with occasional fieldwork that may expose the employee to varying weather conditions, construction hazards, traffic, and noise. Interaction with the public and contractors may involve occasional conflict resolution.

WORKING CONDITIONS

May be required to work evenings, weekends, or holidays to attend meetings or respond to emergencies.
May require after-hours on-call rotations.

FLSA STATUS

Non-exempt

TOWN COUNCIL ADOPTION DATE

[Insert Date]