



## Associate Civil Engineer

### DESCRIPTION:

To perform a variety of complex engineering work for design and management of public works projects and oversight of private development and permitted construction; to prepare a variety of engineering documents, drawings and specifications; and to perform a variety of professional public works and engineering tasks relative to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS:

This is the full journey level class within the professional Civil Engineer series. Employees within this class are distinguished from the Assistant Civil Engineer by the performance of the full range of duties as assigned. 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 of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Civil Engineer level, or when filled from the outside, have prior experience. This class is distinguished from the Senior Civil Engineer in that the latter performs the most difficult and responsible duties assigned to the classification including management of the most complex engineering projects or exercising lead direction over lower-level staff.

### SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from higher level management or supervisory staff.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions

- Perform a variety of engineering duties in support of capital improvement projects including road construction, storm drains, sewers, traffic systems and related construction projects.
- Perform design and engineering studies for capital improvement projects; including the preparation of project plans, drawing specifications, cost estimates and project schedules.
- Preparation of Request for Proposals, including scope of work for a variety of engineering projects and studies. Management of engineering consultant procurement process and oversight of engineering consultants.
- Manage advertisement and award of construction projects including the review of contract bids and proposals; management of construction contracts including participating in the review of contractor work activities; ensures contract compliance with contractual obligations, prepares and reviews change orders and manages contract close out and acceptance.
- Coordinate projects and assignments with businesses, utilities, special districts, and other City departments. Respond to complaints and assists in solving problems related to City projects and policies; provides information to property owners, contractors, engineers, consultants, and the general public on conformance to standards, plans, specifications, and costs.

- Conduct field inspections of capital projects during construction; ensure compliance with applicable codes and regulations; provides resolutions to construction problems.
- Perform a variety of engineering calculations and computation; prepare project cost analyses.
- Review and provide plan check comments for private development applications and building, grading, and encroachment permits in accordance with City codes, ordinances, and policies. Review of required studies and coordinates with consultants to provide peer review of special studies.
- Exercise professional engineering judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes.
- Maintain a variety of public works department and engineering division program and project files and records.

#### Marginal Functions

- Attend and participate in professional group meetings, including City program committees and workgroups, and training courses, stay abreast of new trends and innovations in the field of public works engineering.
- Perform related duties and responsibilities as required by supervisor.

#### **EXPERIENCE & TRAINING / LICENSE AND/OR CERTIFICATE:**

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

#### **Experience:**

Three (3) years of increasingly responsible civil engineering experience.

#### **Training:**

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:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

Registration as a Professional Civil Engineer in the State of California.

#### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Methods and techniques of engineering project management. Principles and practices of project and construction management.

- Basic operations, services and activities of assigned public works engineering program. Principles and practices of civil engineering.
- Methods and techniques of preparing engineering drawings, plans, sketches and specifications; methods and techniques of engineering design.

**Ability to:**

- Ensure project compliance with appropriate Federal, State and local rules, laws and regulations. Coordinate phases of construction projects and prepare progress reports.
- Learn and apply methods and techniques of engineering construction.
- Learn and apply principles and practices of construction project management for scope, cost and schedule control; coordination of construction project phases and preparation of progress reports.
- Develop, review and modify civil engineering plans, designs and specifications using applicable computer software programs for computer-aided drafting/design, word processing and spreadsheets.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**WORKING CONDITIONS:**

**Environmental Conditions:**

Office and field environment; travel from site to site.

**Physical Conditions:**

Essential functions require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time and operating motorized vehicles.

Adopted by City Council	
Revised by City Council	
Bargaining Unit	MMCEA
FLSA	Exempt
DOT	No
Pre-Appointment Medical	No
Safety Sensitive	No
Form 700	Yes