



Associate Engineer

Department/Division:	Engineering/Public Works
Reports To:	Sr. Civil Engineer
Provides Direction To:	Assistant Engineer
Exemption Status:	Exempt
Date Revised:	March 20, 2007
Pre-employment Drug Test Required:	NO

DEFINITION

Under general supervision, performs a variety of field and office professional civil engineering work; plans, designs, and reviews projects; performs related duties as required.

CLASS CHARACTERISTICS

Positions in this class perform journey level assignments and are responsible for independent engineering analyses and recommendations. Incumbents direct, review, and evaluate the work of professional and sub-professional staff in the performance of duties related to capital project development and design, traffic, development review and processing, landscape architectural review, and special projects.

ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those that are least likely to be essential functions for any single position in this class.

1. Directs plan check activities, assigning projects and directing coordination between the City and engineering consultants; directs record keeping and tracking; ensures expeditious processing.
2. Prepares requests for proposal and performs contract administration for engineering consultants and evaluates their performance; makes construction contract modifications and negotiates contract change orders; reviews billings; projects costs; may assist in developing and administering the engineering budget.
3. Responds to inquiries and investigates complaints; provides technical expertise and coordinates activities with outside agencies and the public.
4. Gathers technical data required for the planning of a wide variety of engineering projects; prepares staff reports and recommendations related to engineering projects.

5. Reviews traffic accident reports and statistics; develops policies and plans for traffic signs and signal systems; coordinates city street plans and traffic flow with highways and freeways.
6. Reviews, makes comments and recommendations regarding proposed projects by checking plans, maps, related studies and supporting data for concept, design and compliance with regulations; recommends conditions of approval for projects.
7. Prepares and reviews plans, specifications, and estimates; prepares and processes legal documents required for project completion.
8. Serves as staff to the City Council and Planning Commission when assigned; participates in staff project meetings; participates in discussions or makes presentations regarding engineering projects.
9. Meets with developers to define project objectives and prescribe standards; attempts to resolve conflicts between developers and staff; meets with neighborhood groups to discuss plans and obtain feedback; enforces City policies and procedures.
10. Directs staff in survey, mapping, and data collection activities; assigns routine investigation, design and drafting tasks, and provides direction in resolving problems.

EMPLOYMENT STANDARDS

Education and/or Experience:

Graduation from an accredited college with a Bachelor's degree in civil engineering or closely related field and three years of progressively responsible professional experience in civil engineering or a closely related field or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge, Skills, and Abilities:

Knowledge of engineering principles and practices as applied to public works, including planning and development, design, and construction; methods and techniques utilized in the preparation of public works project designs and related plans, specifications, and cost estimates; related federal and state laws, ordinances and regulations. Ability to perform professional engineering work, including project design; direct the work of others involved in related activity; interpret and apply related laws, ordinances, and regulations; use a personal computer system to solve engineering problems and prepare correspondence; prepare and maintain records and reports; meet the public in situations requiring diplomacy and tact; deal constructively with conflict and develop effective

resolutions; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

Special Requirements:

Possession of valid certification as a Civil Engineer issued by the California State Board of Registration for Civil and Professional engineers is desirable.

Possession of or ability to obtain an appropriate California drivers license and a satisfactory driving record.

PHYSICAL DEMANDS

Work generally involves prolonged sitting. Dexterity and coordination to handle single pieces of paper. Occasional lifting up to twenty-five pounds such as; files, stacks of paper, and reference books. Moving from place to place within the office. Some reaching for items above and below desk level. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors and noise. Travel throughout the City is required.