



Associate Civil Engineer

Summary

Perform complex and responsible engineering work in the areas of municipal civil engineering; perform design, plan review, inspection, subdivision, and related work.

Class Characteristics

General supervision is provided by the Director; responsibilities may include direct or indirect supervision of lower level professional, technical, and clerical personnel.

This class assists professional technical staff in the varied areas of civil engineering and may act as project leader for major projects. It is distinguished from Traffic Engineer by its responsibility for generalized civil engineering functions. This class is further distinguished from Supervising Civil Engineer, which is a registered engineer and performs the most complex engineering duties and also acts for the Director on a relief basis.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Coordinate civil engineering contract design and/or construction activities.

Prepare or direct the preparation of plans, specifications, and estimate pertaining to construction, maintenance, and operation of municipal facilities and equipment.

Investigate and make recommendations on civil engineering problems; provide technical support in the updating of civil engineering elements of various city projects.

Review plans, designs, specifications, and maps for various subdivision and land development projects.

Provide advice and technical assistance to City management and staff, commissions, committees, and the public on civil engineering matters; confer with a variety of public and private officials on related issues and may serve as the City's representative to other governmental agencies.

Research and recommend general civil administration policies and procedures; review policies and operating procedures for conformance to established standards; ensure the City's compliance with various ordinances, codes and applicable laws; review operational conditions in the field.

Review, plan, and respond to requests from the public regarding capital improvement and related municipal engineering issues; prepare necessary correspondence.

Review civil-engineering elements of environmental impact reports for compliance with City policies, rules, and regulations.

Conduct studies and prepare reports on civil engineering issues.

Sign plans and drawings as the responsible engineer.

Research and make recommendations regarding new construction materials and/or techniques.

Develop computer applications related to the work.

Perform related work as assigned.

Skills/Abilities:

Apply engineering principles and techniques to the solution of civil engineering problems.

Present information to commissions, City Council, senior management, public groups, and other governmental agencies.

Prepare clear, concise and accurate reports, records, and correspondence.

Research and evaluate potential funding sources.

Analyze complex data, evaluate alternatives, and reach sound, logical conclusions.

Direct and review the work of others on a project or day-to-day basis.

Use sound independent judgment within established procedure guidelines.

Represent the City effectively in meetings with others.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to sit for extended periods to read, write reports and talk or listen. The employee is occasionally required to conduct field investigations and operate standard office machines, (i.e. blueprint, photocopiers and computer terminals) and talk or listen. The employee must occasionally lift and/or move up to 50 fifty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Qualifications

Knowledge of:

Principles and practices of civil engineering in a municipal setting.

Methods and techniques of field data collection, tabulation, and analysis.

Computer applications relating to civil engineering analysis, and engineering mathematics.

Principles and practices of contract administration and project management and evaluation, grant funding application and administration.

Basic supervisory principles and practices.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major work in civil engineering or a closely related field.

Experience:

Two years of civil engineering experience. Experience in a municipal or public setting is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Possession of a valid California Registration as a Professional Civil Engineer.

Established: 06/06/02
Resolution #: 2002-0/2 N.C.S.
Reformatted: 06/30/06
Department: Various
FLSA Status: Non-exempt