



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

Direction is provided by a higher level manager; responsibilities may include direct or indirect supervision of lower level professional, technical, and/or clerical staff.

This class assists professional technical staff in the various 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 Senior Civil Engineer, which performs the most complex engineering duties, and acts for the Assistant Director of Public Works & Utilities 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 estimates 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.

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Sign plans and drawings as the responsible project manager; may also stamp plans, specifications, and documents as approved by their supervisor.

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

Utilize computer applications related to the work.

Perform technical analysis and design, project management, and construction administration; serve as project manager during construction projects related to municipal facilities and equipment; coordinate with contractors and other outside agencies and consultants; manage technical programs.

Perform related duties 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.

Exercise sound, independent judgment within established procedure guidelines.

Represent the City effectively in meetings with others.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally 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, practices, and methods of civil engineering in a municipal setting.

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

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

Basic supervisory principles and practices.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and those relating to civil engineering analysis and engineering mathematics.

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 from an accredited college or university with major course work in civil engineering or a related field.

Experience:

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

Certifications/Licenses:

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

Registration as a Professional Civil Engineer with good standing is required from any US state, or from any other country with comparable registration requirements as approved by the Director. Acquiring registration as a Professional Civil Engineer in California is desirable, supported, and encouraged.

Established: 06/06/02

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Department: Various

FLSA Status: Non-exempt