

ASSOCIATE CIVIL ENGINEER

Job Summary:

Under general direction, plans and coordinates capital improvement projects, and performs a variety of professional engineering duties in design, and construction inspection activities.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all position in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Develops comprehensive plans for the design and construction of major public works projects.
2. As project engineer for assigned projects, plans and organizes the design and construction of major public works facilities.
3. Coordinates and monitors project progress to insure timely progress of permit clearances, and acquisitions/right-of-way, plans/specifications, contracting, and budget monitoring.
4. Coordinates activities with other departments and outside agencies to obtain various approvals.
5. Participates in the selection process for consultants and contracts.
6. Acts as contract administrator on capital projects.
7. Participates in the development of plans, specifications and estimates for the construction of public works projects.
8. Inspects project sites to assist in the solution of difficult problems.
9. Interprets specifications and city policy.
10. Reviews plans for construction prepared by private engineers.
11. Prepares various applications for State and Federal grants.
12. Assists in the preparation of capital improvement plans and budget.
13. Prepares necessary Council agenda items.
14. Confers with staff regarding project priorities and programs.
15. Provides information to and consults with the public.
16. Performs related duties as required or necessary.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Any combination equivalent to graduation from a recognized college or university with a baccalaureate degree in civil engineering or related field and three (3) years of full time, paid, professional experience in civil engineering. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Principles and practices of civil engineering.
- Modern methods and techniques as applied to design, construction, maintenance, and contract administration of public works projects.
- Grant-in-aid programs as they relate to public works.
- Computer aided design (CAD).
- Design and construction of major public works facilities.

Skill and Ability to:

- Administer and coordinate various activities of the engineering section and to evaluate the effectiveness of those functions.
- Effectively communicate in writing and orally.
- Establish and maintain effective working relationships with others.
- Legally operate a motor vehicle in the State of California.

License and Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record. Possession of a certificate of registration as a professional civil engineering in the State of California is required.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require to meet approved minimal physical and medical standards.
- Require vision (which may be corrected) to read small print.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use city or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.