



Department:	Public Works/Engineering
Bargaining Unit:	Mid-Management
Salary Range:	M61
Last Revision:	November 2000

ASSOCIATE CIVIL ENGINEER

DEFINITION

Under direction, to supervise, assign, review, and participate in the work of staff responsible for providing field and office engineering services within the Engineering Division; to perform journey level professional engineering work; and to provide responsible staff assistance to the Principal Engineer.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing field and office engineering services within the Engineering Division.

Participate in the selection of engineering staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing engineering services; implement policies and procedures.

Participate in the preparation and administration of the Engineering Division and Capital Improvement Projects budget; submit budget recommendations; monitor expenditures.

Supervise and participate in determining the scope of engineering projects and in the preparation of engineering plans, calculations, and studies; review engineering reports and records.

Review plans of consulting engineers and private contractors; render technical engineering decisions; establish technical criteria and standards.

Coordinate the work of consultant engineers and developers; monitor the status of projects and compliance with City procedures, construction, and engineering standards; recommend corrective actions as needed.

Evaluate Division equipment needs; solicit bids and advise on procurement sources.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate engineering activities with those of other departments, division, and outside agencies and organizations; provide staff assistance to the Principal Engineer; represent the Development Review Committee and Engineering Division at City Planning Commission meetings.

Prepare and deliver oral and written reports and presentation to the City Council.

Administer contracts for public works projects.

Prepare difficult special engineering studies and reports; perform special assignments on engineering problems as necessary.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of supervision, training, and performance evaluation.

Principles and practices of civil engineering and project administration.

Methods, materials, and techniques used in construction of public works projects.

Principles of advanced mathematics and their application to engineering work.

Applicable laws and regulatory codes relevant to the assigned area of responsibility.

Recent developments, current literature, and sources of information related to civil engineering.

Pertinent Federal, State, and local laws, codes, and regulations.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Supervise, organize, and review the work of professional, technical, and clerical personnel.

Select, supervise, train, and evaluate staff.

Perform engineering design calculations.

Check, design, and prepare engineering plans and studies.

Ensure project compliance with pertinent laws, codes, and regulations.

Conduct engineering studies and technical research and prepare comprehensive reports and recommendations.

Understand and interpret engineering construction plans, specifications, and other contract document.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Coordinate phases of construction projects and prepare progress reports.

Prepare accurate engineering sketches, drawings, and records.

Interpret and apply the policies, procedures, laws, codes, and regulation pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three (3) years of increasingly responsible professional municipal civil engineering experience. Some supervisory experience is desirable.

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.

Possession of, a valid Certificate of Registration as a Professional Civil Engineer in the State of California.

Special Requirements

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to walk, kneel, crouch, stoop, squat, and climb; some exposure to noise, outdoors, and confining work space; ability to travel to different sites and locations.

Effective Date: November 2000