

Definition: Performs professional engineering office and field work and accomplishes planning, design, engineering and construction management and administration tasks for the repair and construction of street, water, sewer, storm drain and other public works facilities. Acts as project manager on assigned capital projects; acts as program manager for assigned programs; and does related work as required.

Distinguishing Characteristics: This is a journey-level engineering position that requires four years of professional engineering work experience. The Associate Engineer completes complex engineering assignments and manages projects and programs requiring the use of judgement and initiative in developing solutions to problems, interpreting general policies, and determining work tasks. The incumbent works with a great degree of independence.

Supervision Received and Exercised: General supervision is provided by professional engineers at the Senior level or higher. Responsibilities may include the technical and/or functional supervision of lower level personnel.

Essential Duties: Depending upon assignment, the Associate Engineer is responsible for:

- * Conferring with inspectors and private engineers/builders on technical details of contract construction of public works projects.
- * Receiving, supervising, or personally conducting investigations of complaints.
- * Assigning and supervising the work of subordinate field and engineering staff.
- * Planning, designing, reviewing, and preparing detailed engineering plans, drawings, specifications, cost estimates, contracts, and related documents for public works projects.
- * Reviewing project estimates and project information obtained from various public records.
- * Administering major public works construction and repair projects from conceptualization to filing of the notice of completion.
- * Reviewing and checking parcel, subdivision and condominium maps, construction plans, deeds, property descriptions, master and improvement plans for accuracy of calculations, compliance with design criteria, special conditions, and City standards.
- * Conducting plan reviews and field inspections of public works facilities and improvements planned, designed and installed by developers/contractors for compliance with City codes.
- * Using computers for word processing, spreadsheets, and database analysis as well as computer aided drafting.
- * Preparing and/or checking legal descriptions including bounds, easements, maps, sketches, etc. as required by legal proceedings.
- * Issuing various permits.
- * Providing engineering support to other City departments as needed.
- * Receiving, researching, and responding to public inquiries in person, over the phone, and/or in writing.
- * Preparing correspondence, budget documentation, and other administrative documents as required and managing assigned budgets.
- * Training and instructing others in the work of the Public Works Department.
- * Administering and managing programs assigned such as the Permit Programs, Street Repair Program, Newsrack Ordinance and Sidewalk Repair Program.
- * Acquiring and managing design/engineering consultant services.

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- * Serving as staff to City commissions and committees and preparing and presenting City Council reports as required.
- * Conduct traffic engineering studies.

Minimum Qualifications:

Knowledge of: Principles, practices and methods of civil engineering as applied to the planning, design, budgeting, management, and construction of municipal public works projects; design principles, strengths of materials, and stress analysis required in planning public construction projects; principles of the various engineering disciplines; surveying as it applies to the design and construction of public works facilities; general procedures and processes involved with municipal engineering operations; supervisory principles and practices; operation of personal computers including applications for engineering, design, drafting and mapping such as Geographic Information System (GIS) and Computer Aided Design (CAD); and program and project management principles and methods.

Special Requirements: Vision to adequately and quickly review plans and specifications; ability to lift up to 25 pounds; ability to work and supervise work at project sites that require physical flexibility, i.e., ability to bend, stoop or crouch; speak clearly and understandable. Ability to work at any hour of the day as required during a disaster or other emergency situation. Physical stamina and mental alertness to sit for long periods of time and to attentively follow proceedings of meetings.

Ability To: Perform complex professional engineering work with a minimum of supervision. Supervise the work of assigned personnel; understand and carry out both oral and written instructions; prepare and interpret engineering maps, cost estimates and engineering reports, plans, designs, specifications, and legal descriptions; produce accurate engineering computations and drawings; operate engineering work instruments and equipment including personal computers; establish and maintain effective working relationships with other professionals, fellow employees and the general public; communicate effectively verbally and in writing; negotiate.

Education: Bachelors of Science degree in civil engineering or a closely related field or equivalent qualifying experience.

Experience: Four years of professional engineering work and related management responsibilities comparable to duties required by the position leading up to qualifications, knowledge and abilities to perform all duties of the position. Experience in municipal engineering management is highly desirable.

Certification: License/registration as a Professional Engineer issued by the State of California is required.

License: Must possess and maintain a valid California Operator's license issued by the Department of Motor Vehicles and a satisfactory driving record.