

CLASS SPECIFICATION
Associate Engineer

GENERAL PURPOSE

Under direction, performs a variety of routine to moderately difficult professional-level engineering work in the review, inspection and administration of land development, traffic engineering or capital construction projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Associate Engineer is the journey-level, non-registered engineering class in the engineering class series. Under direction, incumbents are responsible for performing a variety of land development and capital improvement engineering activities, including initiating communications and providing reliable information to engineering management regarding land development projects, compliance review and inspection and reviewing the work of design consultants and contractors to ensure that projects are completed within budget and on time.

Associate Engineer is distinguished from Senior Engineer, P.E. in that incumbents in the latter class are responsible for overall management of assigned land development or capital improvement projects and performing the most complex professional engineering work requiring a substantial level of professional training and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides engineering support for land development projects in progress, including calculating and collecting fees and issuing permits and occupancy releases; attends pre-construction meetings; tracks construction process and milestones; maintains detailed project records and documentation; coordinates on-going work with developers, consultants, private engineers and contractors; prepares and submits staff reports on project progress to the Planning Commission, City Council, department heads and division managers.
2. Performs engineering plan review and plan checks to ensure contractor compliance with federal, state and City requirements and regulations; reviews and analyzes a variety of engineering reports and technical documentation, including water quality management plans, land title surveys, conceptual designs and hydrology, hydraulic, geotechnical and soils reports.
3. Performs land documentation review and basic survey work; performs land documentation reviews of lot line adjustments, parcel mergers, records of survey, title reports, legal descriptions, dedications, vacations, reversions to acreage, easements and monumentation.
4. Provides customer service and information on City land development policies and projects to external and internal City customers; serves as Engineer-of-the-Day at the public counter; performs

preliminary research and review of proposed projects; provides land development information to other City departments and divisions.

5. Performs construction site field inspections prior to, during and at the close of projects to monitor project progress, resolve field issues and ensure compliance with approved plans, specifications and standards.
6. Attends Project Review Staff Committee meetings during the entitlement process, as required.

QUALIFICATIONS

Knowledge of:

1. Theory, principles and practices of engineering design and construction.
2. Principles of physics and mathematics applicable to engineering.
3. Principles and techniques of project management.
4. Principles, modern techniques and equipment used in design, construction and maintenance of various public works and public utility projects.
5. Strength, properties and uses of construction materials.
6. Legal guidelines for public works engineering.
7. Safety requirements and procedures pertaining to work practices.
8. Basic surveying principles and practices.
9. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
10. Information technology and computer capabilities applicable to functional responsibilities.
11. Principles and practices of sound business communication.

Ability to:

1. Review and prepare routine to difficult engineering plans, specifications and legal contracts.
2. Prepare and evaluate project engineering studies.
3. Perform technical research and analyze engineering and mathematical problems, evaluating alternatives and recommending or adopting effective courses of action.
4. Understand, interpret, explain and apply federal, state and local laws, standards and regulations applicable to areas of responsibility.
5. Perform complex and accurate engineering calculations.
6. Present proposals and recommendations clearly, logically and persuasively in public meetings.
7. Communicate clearly and effectively, both orally and in writing.
8. Exercise sound independent judgment within general policy guidelines.

9. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
10. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
11. Establish and maintain effective working relationships with City management, staff, City Council and Planning Commission members, developers, contractors, private engineers, consultants, the public and others encountered in the course of work.

Education, Training and Experience:

A bachelor's degree in Civil Engineering. Three years of progressively responsible land development design and field experience or capital construction project engineering experience.

Licenses; Certificates; Special Requirements:

A valid and current E.I.T. certification issued by the State of California.

A valid and current registration as a Professional Civil Engineer with the California State Licensing Board is desirable.

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve difficult problems; use math/mathematical skills; perform detailed work under changing, intensive deadlines, on multiple, concurrent tasks; work with interruptions; and interact with City management, staff, City Council and Planning Commission members, developers, contractors, private engineers, consultants, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet. Employees may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.