



Job Code: 0349
FLSA: NE
Unit: PCEA
Revised: 1/89

ASSOCIATE CIVIL ENGINEER

DEFINITION

Supervises a section of the Engineering Division. Is responsible for the efficient and effective delivery of engineering services within assigned area(s) of responsibility. Either personally or through others, performs engineering duties of a complex nature. Performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Supervision is provided by the Assistant Director of Public Works/City Engineer. Supervises both technical and professional engineering personnel.

TYPICAL DUTIES

1. Ensures the provision of engineering services within area of assigned responsibility is consistent with department and City standards/expectations.
2. Participates in the selection of new employees; establishes and communicates performance expectations, evaluations, and other relevant information to employees; ensures performance and behavior is consistent with department/City standards.
3. Within limits of authority, resolves employee performance/behavior issues; assists employees to develop their skills and abilities.
4. Assigns, schedules, and supervises the conduct of work; provides technical engineering advice and guidance.
5. Within limits of authority and budget, approves purchase of materials and services and construction contract change orders.
6. Either personally or through consultant, identifies needed public improvements, prepare/updates capital facility master plans, prepares draft project descriptions and cost estimates for capital improvement program.
7. Schedules and tracks progress of CIP projects.

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8. Supervises major public improvement projects to include preparing scope of work, plans and specifications, preliminary and final cost estimates, bid documents, soliciting and reviewing bids, determining/recommending lowest responsible bidder; serves as engineer representative during project construction providing engineering advice and assistance; within limits of authority authorizes engineering changes in the field; reviews preliminary private development projects to establish City requirements, drafts engineering conditions of approval; ensures conditions of approval and engineering standards changes are incorporated into private development plans.
9. Determines need for then prepares, solicits, reviews and recommends approval of contracts for consultant services; coordinates and reviews the work of consultants to determine if project meets City and professional standards, terms of consultant contract, and the project schedule.
10. Responsible for maintaining the City standard design criteria, specifications, and details.
11. Prepares reports associated with area of responsibility.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Mathematical, scientific and engineering practices and principles associated with all phases of municipal engineering.
2. Principles, practices and law of land and construction surveying.

Skill to:

1. Perform duties of classification with minimum direction.
2. Prepare, review and evaluate engineering designs.
3. Supervise subordinates.
4. Prepare written reports.
5. Communicate effectively both orally and in writing.
6. Maintain an effective liaison with fellow workers and other City departments and to maintain a courteous relationship with the public.
7. Ability to research, organize and conduct property and construction surveys.
8. Set priorities, make decisions, establish standards of performance.

Education:

BS or BA degree in civil engineering or related fields.

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Experience:

Minimum of four years of progressively responsible general public works experience; hydraulics experience desirable.

License:

Valid California driver's license.

Registration:

Registered Civil Engineer in the State of California.

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