



CLASSIFICATION SPECIFICATION ASSOCIATE CIVIL ENGINEER

JOB SUMMARY:

Under general supervision of the Principal Civil Engineer, the Associate Civil Engineer checks engineering plans, estimates, reports, and specifications for a wide variety of public and private projects; maintains administrative and engineering records; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Associate Civil Engineer completes a variety of technical assignments in support of the Engineering Division. This class differs from a Senior Civil Engineer due to the level of experience required, complexity of work performed, and ability to make decisions within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Checks engineering plans, specifications, designs, and cost estimates; receives and checks applications and routine engineering plans submitted for permits; reviews designs and evaluates proposals to ensure compliance with laws, ordinances, and acceptable engineering standards; reviews requirements for a wide variety of construction and maintenance projects including easements, legal descriptions, plan checks, construction inspections, and materials testing; and assists with traffic engineering and transportation planning activities and studies.
- Performs entitlement reviews of tentative subdivision and other maps, drawings, conceptual plans, reports, and studies for minor and mid-size land development projects; and prepares conditions of approval, impact fee estimates, and city requirements for those projects.
- Assists the Principal Civil Engineer and Senior Civil Engineer with managing capital improvement projects; assists in the preparation of right of way plans, acquisition, and environmental documents and reports; works with other City departments and divisions to identify and prioritize needs related to engineering projects; attends and participates in professional group meetings; prepares City Council and other staff reports as assigned; and maintains administrative and engineering records.
- Develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; coordinates work with other City departments, outside agencies, contractors, and consultants; and provides engineering services and consultation to a variety of field and office personnel.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Knowledge of the principles and practices of civil engineering design and construction including relevant federal, state, and local laws, regulations, and codes relating to engineering and the

environment; and principles and techniques for reviewing designs, plans, specifications, estimates, reports, and recommendations related to public works projects.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret and explain engineering policies and procedures; read, understand, and correctly interpret plans, specifications, designs, and relevant engineering codes; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports and memoranda including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in civil engineering or a closely related field.
- Three years of increasingly responsible experience in the area of civil engineering design, surveying, inspection, utilities, transportation, traffic, water quality, or engineering plan checking.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.
- Possession or ability to obtain within the first six months of employment a Civil Engineer Professional Engineer (P.E.) license issued by the State of California is required.

PHYSICAL DEMANDS:

- Ability to lift up to 15 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Revised Date: May 9, 2018