



ASSOCIATE ENGINEER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under direction, to perform professional civil engineering work in the planning and design of street, water, sewer and other public works facilities. Coordinates with private engineers, inspectors and builders on technical details of public works facilities.

IMPORTANT AND ESSENTIAL DUTIES

Prepares drawings, contract specifications, and estimates in connection with the construction and maintenance of a variety of engineering projects such as streets, sewers, sidewalks, water mains and drainage installations; confers with inspectors and private engineers and builders on technical details of contract construction of public works projects; inspects engineering projects under construction or repair; confers with management during preliminary and design stages of work and discusses technical and policy problems; makes preliminary design studies to determine the most economical and satisfactory type of installation to be used at a given location; provide technical information to personnel in other departments and to the public; help hire and supervise Engineering Trainees; may supervise the preparation of maps, plans, charts or diagrams; coordinates compliance with State and Federal Regulatory Agencies, e.g., NPDES Program and Flood Zone Management; receives and supervises or personally conducts the investigation of complaints; assigns the work of field personnel in obtaining engineering data needed in design work.

OTHER DUTIES

Check building plans as submitted to review for compliance with public works regulations; may act as Public Works Liaison to Planning Commission and attend weekly staff meetings to review agenda and prepare staff reports; makes specialized technical studies as analysis for sewer, water storm and street systems for problems.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: Principles, practices and methods of civil engineering as applied to the planning, designing and construction of streets and water and sewer systems; design principles required in planning public works construction projects; structural engineering and surveying as they apply to the design of public works structures; principles and practices of training and supervision and applicable safety regulations.

Ability to: Accurately and proficiently prepare plan specifications, cost estimates and engineering reports; understand and carry out technical instruction; supervise the work of

assigned personnel; learn City's budget principles and procedures; prepare and present reports at public meetings and respond to questions. Learn the geography of the City;

Skills: Make accurate engineering computations and drawings; familiarity with Computer-Aided Drafting is desirable; ability to operate survey equipment, e.g., level and theodolite. Familiarity with usage of calculator and experience with spreadsheets and word processing computer programs.

LICENSE: Possession of a valid Class C California Driver's License

CERTIFICATION: Possession of an Engineer in Training Certificate.

EDUCATION AND EXPERIENCE: Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education: Bachelor's degree in civil Engineering or a closely related field from a recognized college or university.

Experience: Four years of professional experience in civil engineering work including project design, plan checking and project management; supervisory and construction experience is desirable. Additional related experience may be substituted for formal college education on the basis of two years' experience for each year of formal college education.

SPECIAL REQUIREMENTS

Ability to maintain cooperative working relationships with all those contacted in the course of work; remain calm during emergencies and when talking to irate citizens; exercise good judgment at all times; to enforce regulations with tact and diplomacy; to explain technical matters simply and patiently; to analyze situations accurately and adopt an effective course of action; to sit for long periods of time at a desk or in a car; a self-starter with good judgment, sufficient vision, hearing and stamina to perform the above functions. A sound organizer with attention to detail. Ability to speak clearly and write clear and concise English.

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ASSOCIATE ENGINEER
AFSCME 829 ADMINISTRATIVE UNIT
NON-EXEMPT
REVISED: DECEMBER 1994
JULY 2008