

ASSOCIATE ENGINEER

DEPARTMENT : **ENGINEERING**
SALARY : **See Contract**
FLSA : **EXEMPT**
CIVIL SERVICE : **INCLUDED**
BARGAINING UNIT : **AFSCME**

GENERAL STATEMENT OF DUTIES

Plans, directs and participates in technical design and preparation of plans, specifications and cost estimates for public works projects. The work is performed under the general direction of the City Engineer or Assistant City Engineer, but considerable leeway is granted for the exercise of independent judgment and initiative. Plans, assists and supervises the work of engineering technicians, draftspersons and interns.

EXAMPLES OF ESSENTIAL FUNCTIONS **(Illustrative Only)**

These functions are considered essential for successful performance in this job classification.

1. Coordinates and administers public works construction projects and contracts for public works facilities such as storm and sanitary sewers, paving, grading and other road construction and reconstruction projects.
2. Reviews and supervises work of survey crews, technicians, inspectors and draftspersons.
3. Coordinates bridge inspection program including maintenance and repairs.
4. Coordinates sidewalk inspection program.
5. Coordinates storm water management program.
6. Inspects all flood control facilities including levees, walls, pump stations, gate wells and dams.
7. Inspects flood control system and notifies appropriate department as needed for necessary repairs and maintenance.
8. Prepares and analyzes transportation and street maintenance data.
9. Prepares grant application and right-of-way

acquisition papers.

10. Provides engineering support services to Waste Management Services, Street and Traffic Operations Departments as needed.
11. Compiles reports, performs data entry and completes forms on personal computer using the applicable software.
12. Works inside and outside in all weather conditions to review construction sites, meet with contractors and attend meetings; drives passenger vehicle to and from the destination.
13. Works independently and with others with minimum supervision.
14. Attends work regularly at the designated place and time.
15. Performs all work duties and activities in accordance with City and Engineering Department policies, procedures and safety rules and regulations.
16. Performs all other related duties as assigned.

REQUIRED KNOWLEDGE & ABILITIES

1. Knowledge of the principles and practices of engineering as applied to the design, maintenance, inspection and repair of public works facilities.
2. Ability to plan projects and prepare related

designs, plans, specifications and cost estimates.

3. Ability to present materials and information in good report form, complete forms and perform required record keeping.
- 4.. Skilled in use of personal computer, database knowledge, CAD and road design software.
5. Skilled in use of civil engineering instruments and equipment.
6. Ability to function with independent judgment and skill to plan, assist and supervise the work of others as it relates to engineering principles and practices.
7. Ability to communicate orally and in writing to read, analyze, record and interpret complex technical data and computations, review materials on a variety of engineering projects, present facts and findings clearly and concisely, give advice and recommendations and respond to questions from the public, public officials, contractors and coworkers.
8. Ability to work with people from a broad variety of social, economic, racial, ethnic and educational backgrounds.
9. Ability to communicate and maintain effective working relationships with other City employees, supervisors, public officials, contractors, other government subdivisions and agencies and the public.

ACCEPTABLE EXPERIENCE & TRAINING

1. Graduate of an accredited college or university with a Bachelor's Degree in civil, construction or municipal engineering with major course work in infrastructure-related areas.
2. Prefer a minimum of three years experience in public works engineering with day-to-day supervision of skilled and semi-skilled subordinates.

3. Engineer in Training Certificate (EIT) required.
4. Prefer Professional Engineer License (PE); must obtain within two years of appointment.
5. Prefer storm water management program experience.
6. Must obtain and maintain Iowa driver's license and have good driving record based on City of Waterloo insurability criteria. Four or more moving violations within the previous three years, three or more moving violations within the previous one year, or loss of license or conviction for DWI, reckless driving or other major moving violation within the previous five years will automatically eliminate applicant from consideration for employment. Loss of license or conviction for DWI, reckless driving or other major moving violation after appointment to position will result in layoff, leave of absence or termination. Four or more citations for moving violations within a three-year period or three or more citations for moving violations within a one-year period will be reviewed on a case-by case basis and continued employment will depend on insurability. Two or more at-fault accidents within a three-year period while driving a City vehicle may result in disciplinary action up to and including termination.

ESSENTIAL PHYSICAL ABILITIES

The following physical abilities are required with or without accommodation.

1. Sufficient speech and hearing that permits the employee to respond to questions from the public, public officials, contractors and coworkers in person or on the telephone and to make oral presentations.
2. Sufficient personal mobility that permits the employee to safely operate a passenger vehicle, travel inside and outside in all weather, review construction sites and attend meetings.

3. Sufficient vision and manual dexterity that permits the employee to operate a personal computer, use civil engineering instruments and equipment, review construction sites, handle files and perform other administrative and technical duties.

MISCELLANEOUS

1. Required to wear personal protective equipment as needed such as safety glasses, safety shoes and safety vest and ability to observe and enforce appropriate safety precautions.
2. Following a conditional offer of employment, the City of Waterloo requires a physical examination and drug test by a physician of the City's choice to determine if an applicant is capable of performing the essential functions of the job.

3. The City of Waterloo will conduct a background investigation including employment and criminal history checks on any applicant being considered for this position.
4. Must submit to Civil Service examination procedures including an oral interview.

WORK SCHEDULE

Generally Monday-Friday, 8:00 a.m. - 5:00 p.m. with one hour unpaid lunch. Must be available for department or City activities or meetings that require the attendance of the Associate Engineer.

ASSOCIATE ENGINEER DESCRIPTION 08 November 2008