



ASSOCIATE ENGINEER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction, participates in complicated engineering planning, design, and investigation of the Public Works Department. Assignments are general and of a continuing nature, requiring the exercise of independent judgment and initiative. Incumbents are expected to perform the most complex professional engineering work, requiring a substantial level of professional training and experience, and do other related work as required.

REPRESENTATIVE DUTIES *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Perform studies of technical, environmental, and economic feasibility, engineering field studies, and related studies pertaining to proposed and existing municipal facilities; use experience and engineering related skills to make recommendations based on strong research, investigation, and data gathering.
2. Prepare, draft, and review contracts and specifications for engineering and construction services.
3. Plan and perform daily work and may determine and delegate work to others; complete special projects requiring engineering and technical ability as assigned.
4. Provide background information and documentation for management consideration on various projects; communicate and work closely with upper management to determine status on work, monitor general quality, and ensure all engineering activities are professionally performed.
5. Make sound decisions on minor problems related to the work being performed based on established guidelines and principles and supervisor guidance; identify issues, determine discrepancies, and ensure professional resolution.
6. Complete special projects requiring advanced engineering and technical ability.
7. Develop and update written directives for the department and for use by other employees to include engineering guidelines, standard material lists, standard specifications, and other technical and administrative policies and procedures as applicable.
8. Research activities pertaining to public works materials and engineering practices; prepare economic environmental and technical engineering analyses and project justification reports.
9. Develop major engineering projects and other engineering projects with unique problems which have an important effect on major public works projects.
10. Provide background information and documentation for management consideration on major projects and technical matters involving advanced engineering theories, concepts, and principles.
11. Perform other duties as assigned.

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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of civil engineering and other engineering disciplines used in the municipal engineering field.
Modern methods and techniques used in the design and construction of a wide variety of municipal projects.
Modern developments, current literature and sources of information regarding civil and municipal engineering.
Applicable laws and regulatory codes relevant to design and construction of municipal facilities.
Technical report writing.
Computers and computer programs.

Ability to:

Make complex engineering computations and to check, design, and supervise the construction of a wide variety of municipal facilities.
Communicate clearly and concisely, orally and in writing.
Supervise, train and evaluate professional and technical subordinates.
Apply technical insight and sound judgment necessary in the solution of difficult and complex problems.
Complete projects which require research of current and past technical literature and the adaption of information in order to fit the kinds of situations encountered.
Use and apply engineering economic principles.
Accommodate existing delivery timelines of varying workloads.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree in civil or mechanical engineering or in a closely related area from an accredited college or university AND registration in California as a Professional Engineer.

Experience:

Three years of experience in professional engineering work comparable to that of an Assistant Engineer.

License or Certificate:

Must possess a valid California Class C Driver's License and maintain possession of such license during the course of employment;

SALARY RANGE: Step 62-72 Currently \$6,794—\$8,697.87 per month

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PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:*

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds. Incumbent must be willing to work shift work, including nights, weekends, and holidays. Must be able to work in adverse weather conditions, including extreme heat and cold.

This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.