

ASSOCIATE ENGINEER

DEFINITION

Under general supervision, performs professional engineering duties involving the plan and design of public works projects; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Associate Engineer is the journey level class within the profession engineering series. It is distinguished from the Assistant Engineer by the level of complexity required of regular engineering assignments and the supervision exercised over personnel and projects.

REPRESENTATIVE DUTIES

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are **least** likely to be essential functions for any single position in this class.*

1. Prepares preliminary and final designs for projects of above-average difficulty; designs structures and appurtenances or assists in designing facilities from written/verbal direction which require innovation, problem solving and frequent choices in the application of a variety of standard methods.
2. Resolves complex problems encountered in projects design which require thorough knowledge of engineering techniques and practices; evaluates projects based on special conditions or circumstances that may affect the final product.
3. Conducts special in-depth studies; researches and analyzes a variety of data, documents and other written materials; compiles statistical reports; prepares reports, bid specifications and other written documents; determines financial implication of various designs and projects; prepares and presents costs analyses; makes recommendations in routine engineering projects.
4. Reviews plans and designs submitted by contractors and developers for consistency with established ordinances or practices and to determine if such comply with engineering principles when no set standards exist.
5. Confers with representatives of other departments or governmental agencies as well as public utilities and contractors to obtain information necessary in the design of projects or coordination of contract requirements; may function as departmental representative within the City as required.
6. Leads the work of technical engineering staff; supervises technical processes and assumes responsibility for project coordination.
7. Provides temporary and vacation relief in similar occupational fields as necessary.

8. Represents and supports the policies and procedures established by the City Council, City Manager, Department Heads and Division Chiefs.

EMPLOYMENT STANDARDS

Education and/or Experience

Graduation from an accredited college with a Bachelor's degree in civil engineering and one year of civil engineering experience or any combination of training and experience that provides the desired knowledge and abilities.

Either of the following may be submitted for the above:

1. Registration as a Civil Engineer or Land Surveyor in the State of California, or;
2. Certification as Engineer-in-Training (EIT) or Land Surveyor-in-Training (LSIT) by the State of California and extensive experience supplemented by upper division coursework in civil engineering and related mathematics.

Knowledge of:

Modern principles and practices of civil engineering as applied to the design and construction of public work projects and traffic systems; legal implications and code requirements of design projects; engineering survey data collection techniques.

Ability to:

Plan and design above average complexity projects; prepare designs and specifications; perform difficult computations; make recommendations for the solution of engineering problems; communicate effectively, both verbally and in writing; establish and maintain effective working relationships; understand and follow verbal and written directions.

Special Requirements

Possession of or ability to obtain a valid California Driver's License.

Physical Demands

Sitting, standing, walking, some stooping and bending. Dexterity and coordination to handle files and single pieces of paper and other references materials; occasional lifting of objects up to 25 lbs., such as files, stacks of paper and other reference materials. Moving from place to place within an office; some reaching for items above and below desk level.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. A computer is used on an occasional basis. Travel throughout the City may be required.

Date Adopted: August 6, 1996