

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

CIVIL ENGINEERING ASSOCIATE

DEFINITION

Under direction of a higher level professional engineer, plan, supervise, design, coordinate and perform a wide variety of responsible professional civil engineering and public works assignments.

The individual in this position is expected to complete difficult engineering assignments requiring the use of judgment and initiative in developing solutions to problems, assuming responsible charge of assigned design and construction projects, and interpreting and conforming to codes and general policies. This position may require considerable interaction with other City departments and divisions, public agencies and the public.

This position is distinguished from that of the Civil Engineer II by the greater independence, leadership and follow up to completion of assignments, assistance in the performance of related administrative duties as required by the City Engineer, and the ability to make presentations and participate at meetings.

Responsibilities for this position will include supervision of lower level professional engineers and technical personnel, checking of work, and formal employee performance evaluation.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

Review and check plans, subdivision and parcel maps, and computations submitted by developers and outside consultants for conformance to established standards and specifications. Review EIRs, engineering reports, and proposals. Provide coordination with utility agencies, consultants, and other public agencies.

Prepare and interpret legal description of real property, right-of-way, and easements. Design, prepare plans, including drafting and specifications, cost estimates for a variety of public works improvements, including various traffic control systems, streets, buildings, parks, utility systems, appurtenances, and drainage structures.

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Perform construction inspection and field surveys. May act as Resident Engineer on various projects. May assume responsibility for a complete engineering function or major phase of a program, including correspondence and complex engineering reports.

Upon request, provide information and respond to public inquiries, and prepare reports and recommendations. Prepare submittals, reports, and applications for State and Federal funding and grants for capital and street maintenance projects.

Confer with supervisory and other engineering staff during preliminary and design stages of work, and discuss technical and policy problems. May train and evaluate work of subordinate engineering personnel.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of Civil Engineering, including traffic control devices, hydraulics, sewer design, computer aided design (CAD) and mapping, surveying, street and road design, soil mechanics, concrete design, project scheduling and management, elements of effective supervision and report writing. Strength, properties and use of the materials of engineering construction.

Modern developments, current literature and sources for technical information, standards, applicable laws and construction procedures in the area of assignment.

Ability to: Perform professional engineering design work of a complex nature. Supervise CAD, prepare plans, specifications, cost estimates for a variety of public works projects.

Apply the fundamental principles of civil engineering theory to solving technical problems encountered in the design and construction of public works; perform studies and prepare technical reports; initiate compilation of necessary technical information, and make independent decisions therefrom; understand and carry out technical instruction; make accurate engineering computations and drawings; maintain clear and concise office records; establish and maintain effective relations with City employees, other governmental officials, developers, general contractors, and the public; prepare reports and general correspondence; communicate effectively when making presentations before groups.

Communicate clearly and concisely both orally and in writing. Take the lead on design projects and related assignments, including construction inspections with minimum supervision. Inspect construction projects, investigate and resolve disputes concerning plans, specifications and review change orders.

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Supervise, train, and evaluate subordinates, interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Four years of increasing responsible experience in professional level Civil Engineering work. Experience in municipal public works or related consultant work is desirable.

Education: Graduation from an accredited college or university with a Bachelor of Science Degree in Civil Engineering.

License: Registration as a Professional Engineer in Civil or Traffic Engineering in the State of California or possession of a Professional Engineer Registration in another state with ability to obtain registration in California within six (6) months. Possession of a valid Class C California Driver's License.

R: 02/2007