



### POSITION DESCRIPTION

<b>Title:</b>	Associate Civil Engineer	<b>Department:</b>	Public Works
<b>Type:</b>	Regular	<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	M/108	<b>Revised:</b>	02/2022

### DEFINITION

To perform professional engineering work in the design, investigation, and construction of public works and related projects and to review the engineering plans of and provide inspections for private development projects.

### SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Engineering Manager and indirect supervision from the Public Works Director/Town Engineer. May exercise direct or indirect supervision over assigned regular and temporary staff.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Design and prepare plans, specifications, and cost estimates (or manage consultants) for public works projects, including street, storm drain, traffic, and related projects; research project design requirements; perform complex calculations and prepare estimates of time and material costs.
- Assign routine investigation, design, and drafting tasks to technical subordinates; review completed work; assist in the solution of difficult problems.
- Investigate field problems affecting property owners, contractors, and maintenance operations.
- Review, process, and issue grading and encroachment permits and perform field inspections.
- Prepare estimates and feasibility reports for new or modified services and structures.
- Participate in the plan check, review, and processing of plans for private developments affecting Town streets, drains, traffic, and related public works facilities and ensure that they meet all Town standards.
- Oversee the work of contract consultants providing services to the Town in design, construction management, and inspection work.
- Perform contract administration and construction management for capital improvement projects.
- Prepare special engineering studies and reports.
- Review and prepare comments for Planning Department applications including subdivisions, parcel maps, use permits, redevelopment, and specific plans.

- Review and prepare comments on all documents and projects requiring CEQA compliance, including environmental impact reports. Ensure CEQA compliance on all public works projects.
- Review Parcel and Final Maps for conformance with the Subdivision Map Act and local ordinances and for technical accuracy.
- Coordinate survey, mapping, and data collection.
- Prepare and make presentations to the public, Town Council, and other groups and commissions as necessary.
- Prepare various applications for State and Federal grants.
- Develop revised design and construction standards for public works structures and appurtenances.
- Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Methods, materials, and techniques used in the construction of public works and utilities projects.
- Modern developments, current literature and sources of information regarding engineering.
- Modern office practices, procedures, methods, and equipment.
- Principles and practices of surveying.

### Ability to:

- Make complex engineering designs, computations, and prepare engineering plans and studies.
- Understand and carry out oral and written directions.
- Communicate clearly, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use and care for Town equipment.
- Interpret and apply administrative and departmental policies, laws and regulations.
- Operate modern office equipment.
- Analyze and compile technical and statistical information.
- Perform complex professional engineering work with a minimum of supervision.
- Interpret public works engineering programs to the general public.
- Supervise and train assigned staff.

### Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education:

Equivalent to a bachelor's degree from an accredited college or university with major study in civil engineering or a related field.

Experience:

Two years of experience at the level of Assistant Civil Engineer or equivalent.

Licenses:

Possession of a Certificate of Registration as a Professional Engineer in the State of California is required.

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment; motor vehicle; phone; mobile radio.

**PHYSICAL DEMANDS**

The physical demands described here 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 functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions to check status of projects and inspections.

While performing the duties of this job, the employee occasionally works in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

**GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

**Received and Reviewed by:**

\_\_\_\_\_ **Employee Signature**

\_\_\_\_\_ **Date**