

## CITY OF LAKE ELSINORE

### ASSOCIATE CIVIL ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, performs complex professional and technical civil engineering work in the design, investigation, inspection, maintenance, and construction of street, storm, sewer, parks, airports, buildings, and other projects; maintains appropriate work records; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Associate Civil Engineer** is the journey level class responsible for performing the full scope of engineering duties, including complex design and construction of capital improvement projects and reviewing private development projects for design conformance and accuracy. Incumbents perform complex professional engineering assignments requiring considerable knowledge of various aspects of civil engineering, including land development, planning, design standards and regulations, construction, and maintenance. This classification is distinguished from the next higher classification of Senior Civil Engineer in that the latter performs the most complex and difficult assignments within the division, and may exercise direct supervision over assigned project staff.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the City Engineer/Engineering Manager or Senior Civil Engineer. May exercise functional and technical supervision over assigned staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs the full array of duties assigned to the professional engineering series; oversees a broad range of design activities on a variety of public works projects, including street, storm drains, sewers, buildings, airports and other public facilities; oversees the administration of construction contracts; performs field inspections; determines design procedures; prepares plans, specifications, project budget and cost estimates; interprets the application of design criteria; checks plans and specifications for accuracy of design and completeness; makes recommendations and monitors the approved project budgets.
- Coordinates capital improvement projects with contractors, utility companies and other departments and agencies; participates in the predevelopment project review process; develops and recommends conditions of approval for projects and conditions for development agreements; provides plan check services for developers and contractors to ensure compliance with city improvement standards; processes lot line adjustments, right-of-way abandonments, easement, and grant deed dedications.

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- Prepares and provides complex engineering reports, correspondence, staff reports, ordinances, and resolutions to the City Manager/Executive Director RDA, City Council, committees, City departments, outside agencies and the public; develops and reports statistics; coordinates storm water and groundwater monitoring and reporting; reviews and comments on environmental impact reports and traffic studies; makes oral presentations and participates in organizational and community group meetings; responds to questions and inquiries, and investigates complaints concerning engineering problems.
- Oversees the design and development of public works and utility structures and the preparation of project specifications; consults with contractors; reviews plans submitted by consultants and developers to ensure conformity with established standards and regulations; assists in providing advice and instruction to subordinates on design standards and problems from the construction phase to completion of the project; reviews and processes progress payments; prepares, reviews and recommends change orders.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when reading written reports, inspecting work and operating assigned equipment. Acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders and drive motorized vehicles.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, abilities and skills necessary for an **Associate Civil Engineer**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible Civil Engineering experience, and a bachelor's degree in Civil Engineering or a related field.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license and possession of a valid certificate of registration as a Civil Engineer, issued by the California State Board of Registration for Civil and Professional Engineers.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles, procedures, practices and standards of municipal civil and traffic engineering; surveying methods and techniques; strength of materials and stress analysis; municipal engineering laws, ordinances, codes, specifications and plans; engineering project inspection methods; contract administration; operational characteristics and use of standard equipment used in the engineering profession; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations, including city, county and state building codes; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Negotiate and manage construction contracts; perform the full range of professional civil engineering tasks; read, interpret and record data accurately; interpret and apply applicable laws, codes and regulations; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing, engineering and graphic information software applications; safely and effectively operate engineering tools and equipment.