

CITY OF EAST PALO ALTO

CLASSIFICATION SPECIFICATION

CLASS TITLE: ASSOCIATE CIVIL ENGINEER
DEPARTMENT: PUBLIC WORKS
DIVISION: ENGINEERING
REPORTS TO: City Engineer

CLASS CODE:
FLSA STATUS: N/E
BARG. GROUP: SEIU

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

DEFINITION

To perform complex engineering work in the provision of office and engineering support and field engineering support for environmental, water, sewer, street, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; serves as a Project Manager, and performs other related duties as required.

JOB SUMMARY

This job reports directly to the City Engineer and/or the Senior Engineer. Under general direction, and receives occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class may be filled by advancement from the Assistant level commensurate with the pre requisite requirements of a certified Engineer-in-Training (EIT).

DISTINGUISHING CHARACTERISTICS

This classification is a part of the SEIU bargaining unit; and, is the journey level class within the professional engineering series. The classification is non-exempt and requires independence and discretion in working with contractors and the public. Employees within this class possess the applicable education and training background required for classes in the professional engineering series, including appropriate certificates and licenses in the field, as well as, practical work experience. The Associate Civil Engineer is distinguished from the Assistant Engineer by the performance of the full range of duties as assigned with only minimal instruction or assistance. Incumbents work independently, seeking assistance only as new or unusual situations arise. Positions in this class are normally filled by advancement from the Assistant Engineer class or competitive recruitment. The Associate Civil Engineer position is distinguished from the City Engineer position which is responsible for the administrative direction of the Engineering Division and control of all projects.

ESSENTIAL FUNCTIONS

This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.

- Review private project development plans for compliance with codes, regulations, standards, and compliance with approved City master plans. Evaluate transportation traffic and other public works related impacts related to land development. Make recommendations for conditions of approval. Coordinate and/or undertakes the development of the City Transportation Improvement Program (TIP), Comprehensive Plan, Comprehensive Water Plan, the Capital Improvement Program (CIP), Pavement Management System and other programs involving the municipal infrastructure.
- Determine applicable codes, regulations, and requirements for assigned projects. Develop project scope and selection criteria, and manages consultant selection process if one is utilized.
- Coordinate the preparation of, or develop, engineering plans, specifications estimates for complex public works projects. Coordinates required advertising for bids, review construction bids and make recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria. Provides project management for the construction of the municipal

- public works projects. Inspect and oversees assigned projects to ensure contractor compliance with contract documents, schedules, and budget parameters for the project. Assure accurate as-built records of projects, and coordinate warranty and training issues for a smooth transition to the operation and maintenance programs.
- Coordinate the preparation of, or develop, review and update the water, storm drainage, and street system maps, data bases' and comprehensive plans. Manage the engineering library and infrastructure records. Maintain and update city subdivision and public works standards.
 - Respond to public or other inquires relative to engineering policies and procedures on specific projects and other information. Evaluates issues and options regarding municipal public works and make recommendations.
 - Issue and administer development permits, utility permits, street use permits, franchise utility permits, etc.
 - Maintain regular contact with consulting engineers, construction project engineers, city, county, state and federal agencies, professional and technical groups and the general public regarding division activities and services. Prepare and administer grant applications.
 - Attend meetings and prepare traffic, utility studies and reports. Write memoranda, prepare reports, and make presentations to Planning Commission, Public Works and Transportation Commission, City Council and other bodies as necessary.
 - Perform and assist in survey work. Provide engineering support for other city departments.
 - Coordinate sidewalk inspection, maintenance and enforcement.
 - Monitors inter-governmental actions affecting public works.
 - Assist in the training of other city personnel in public works design and construction techniques.
 - May serve on and/or provide technical and support staff assistance to various City Commissions and task forces.
 - Assist with administering City's storm water pollution prevention program.
 - Assist with administering solid waste and recycling program.
 - Review design plans, specifications, soils and special inspection reports and make recommendations to City Engineer and/or Public Works Director.
 - Recommend acceptance of completed projects to City Engineer and/or Public Works Director for City Council approval.
 - May supervise Assistant Engineers, technician inspector, and Para-professionals of lower classifications and various consultants.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Civil engineering principles, practices and methods as applicable to a municipal setting (public works, utilities, transportation and land development) applicable to policies, laws, and regulations affecting Engineering Division activities.
- Applicable laws and regulatory codes relevant to assigned areas of responsibility.
- Methods, materials, tools and equipment used in engineering construction; arriving at cost estimates on complex projects.
- Principles of algebra, geometry and trigonometry and their application to engineering duties.
- Methods, materials, and techniques used in the construction of public works and utility projects.
- Modern standards of alignment, grade, and compaction.
- Topographic and construction surveying.
- Strengths, properties and uses of engineering construction materials.
- Public Sector financing and budgeting principles and practices.
- Technical report writing.
- Federal and State environmental laws and regulations.
- Current literature, information sources and research techniques in the field of civil engineering.
- Modern office methods, practices, procedures and computer equipment.
- Federal and state grant funded projects and local assistance process and procedures.

Skills

- Planning and organizing, assignments and work.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies, procedures and protocols.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear and concise reports, correspondence and other written materials.
- Operating the listed tools and equipment.

Ability to:

- Prepare plans and drawings neatly and accurately.
- Prepare engineering design computations and check, design, and prepare engineering plans and studies.
- Learn and understand City engineering policies and procedures.
- Learn applicable laws and regulatory codes applicable to areas of assigned responsibility.
- Communicate clearly and concisely, both orally and in writing.
- Use and care of engineering and drafting instruments and equipment.
- Prepare reports encompassing raw technical data; prepare effective cost estimates and recommendations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Administer contracts and coordinate and review the work of outside consultants.
- Design common engineering structures and facilities.
- Use drafting and surveying instruments to prepare maps, plans, cross-sections, and profiles.
- Prepare quantity and cost estimates.
- Ability to analyze and compile technical and statistical information.
- Ability to respond to difficult and sensitive public inquiries.
- Ability to prepare and present technical reports.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- Ability to perform the essential functions of the classification.

MINIMUM QUALIFICATIONS REQUIRED

Education:

Bachelor's Degree from an accredited four-year college or university with a degree in civil engineering or a closely related field; and

Experience:

Three (3) years of responsible civil engineering experience performing duties at least comparable to Assistant Engineer. Public sector experience work is preferred.

Licenses and/or Certifications:

- Valid California Class C Driver's License or higher and a good driving record, at the time of appointment.
- Possession and maintenance of a valid registration as a Professional Engineer in the State of California, or possess Professional Engineer Registration in another state with ability to obtain California registration within one (1) year of hire; or, Engineer-In-Training (EIT) Certificate with five (5) years applicable experience in municipal engineering.

DESIRED QUALIFICATIONS

Master's Degree in Civil Engineering from an accredited four-year college or university will substitute one year of experience. Public Sector experience work is preferred.

MATERIAL AND EQUIPMENT USED

Personal computer, including Word, Excel spreadsheet, data base, project scheduling and Computer-Aided Drafting Design (CADD) software; standard drafting tools, surveying equipment including level, theodolite and electronic distance measuring devices; motor vehicle; telephone, cell phone, mobile radio.

PHYSICAL REQUIREMENTS

While performing the essential functions of this classification the employee's work is performed mostly in an office setting. 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. The employee is occasionally required to stand, walk, sit; reach with hands and arms; use manual dexterity to operate machinery/tools' handle, seize, hold or otherwise work with hands', and/or balance; stoop, kneel, crouch, or crawl; speak, hear, smell, and climb flights of stairs. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

While performing the essential functions of this classification the employee occasionally works in outside weather condition, and may occasionally work with 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. The noise level in the work environment is usually quiet to moderate.

NOTE: Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.