

ASSISTANT CIVIL ENGINEER  
ASSOCIATE CIVIL ENGINEER

DEFINITION

Under general direction, to perform journey level and professional engineering work in conjunction with design, plan check, construction and maintenance of private development and Public Works projects.

DISTINGUISHING CHARACTERISTICS

Assistant Civil Engineer – The primary focus of this classification is performing journey level professional engineering work in conjunction with construction and maintenance of Public Works projects.

Associate Civil Engineer – The primary focus of this classification is to perform more difficult and complex engineering design work on private development and public works projects ; and supervise the work of Assistant Civil Engineers and Engineering Technicians performing related work.

Incumbents may advance from the Assistant Civil Engineer to the Associate Civil Engineer level, as recommended by their supervisor and approved by the Director of Public Works, as they learn City and departmental practices and procedures. As knowledge and experience are gained, the work becomes broader in scope and assignments are more varied and are performed under more general supervision. Advancement to the higher classification requires gaining the knowledge, skill, experience and credentials that meet the qualifications for that class and demonstrating the ability to consistently perform the work of the higher classification.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a higher level professional engineer. Responsibilities may include direct and indirect supervision to subordinate technical and clerical personnel.

ESSENTIAL DUTIES

Assistant Civil Engineer – Depending upon assignment, duties may include but are not limited to the following:

1. Prepares and checks engineering plans, alternate plans, cost estimates, designs and specifications for a variety of private development and Public Works projects including

- streets, curbs and gutters, sanitary sewers, storm drains, water lines, public structures and other land development and Public Works projects.
2. Performs calculations and computations connected with design.
  3. Develops estimates of quantities, initial costs and long-term maintenance and operation costs for proposed Public Works projects.
  4. Checks construction plans for structural integrity and adherence to code requirements.
  5. Confers with contractors, engineers and property owners.
  6. Answers inquiries and investigates complaints and provides information to the public.
  7. Attends project meetings and engineering conferences.
  8. Reads and interprets local, state and federal regulations pertaining to a project.
  9. May direct and review the work of drafters and junior-level engineers or other technical personnel

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS

##### Knowledge of:

- A. Knowledge of basic civil engineering principles.
- B. Knowledge of basic street and utility design.

##### Ability to:

- C. Ability to collect, organize and interpret a variety of project-related information.
- D. Ability to perform civil engineering drafting.
- E. Ability to estimate project costs.
- F. Ability to research and interpret local, state and federal regulations.
- G. Ability to keep a project moving to completion and meet project deadlines.

- H. Ability to work independently.
- I. Oral communication skills to effectively communicate one to one and in groups, on the phone and in person.
- J. Interpersonal skills to initiate and maintain effective working relationships with staff, developers, and the public.

#### EXPERIENCE AND EDUCATION:

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

##### Experience:

Two years experience in engineering related to design and construction in public works or applicable field.

##### Education:

Equivalent to graduation from college with a four year degree in Civil Engineering.

##### License:

Ability to obtain a valid Class C California Drivers License upon appointment.

An Engineer-in-Training (E.I.T) Certificate issued by the California Board of Registration for Civil and Professional Engineers.

#### SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment: ability to sit, stand, walk, kneel, squat, climb and lift up to 30 pounds and to work outdoors or in a confined workspace.

#### **ASSOCIATE CIVIL ENGINEER**

In addition to the qualifications for Assistant Civil Engineer and depending on assignments:

#### **ESSENTIAL DUTIES:**

1. Performs the more difficult professional engineering work such as the design of large and complex public works projects, and plan checks private land development projects.
2. Assigns, supervises and reviews the work of professional and technical personnel.
3. Acts as project manager on both City and consultant designed projects.
4. Acts as a resident engineer on large and complex public works construction projects.
5. May develop and administer assessment and benefit districts and sewer and water main extension refund procedures.
6. Prepares and/or directs others in the development and preparation of plans, specifications and preliminary cost estimates for a variety of public works projects.
7. Appears before various agencies, districts and commissions on behalf of the City in connection with public works projects.
8. Prepares technical and Council staff reports, drawings, models and displays for special studies.
9. Examines plans, calculations and specifications of complex projects submitted by engineers, architects, land developers and others for compliance with engineering principles, municipal regulatory codes, ordinances and departmental policies.
10. Prepares environmental studies and documents for municipal projects.
11. Trains and evaluates professional and technical personnel.
12. Prepares correspondence and reports dealing with complex subjects.
13. Selects consultants for consideration for City projects; writes and process consultant agreements.

Knowledge of:

- A. Civil engineering principles and practices as applied to municipal civil engineering.
- B. Methods and materials, including methods of inspection and testing of materials used for public works projects.

C. Principles of supervision and leadership.

Ability to:

D. Prepare clear and concise plans.

E. Prioritize public works projects and meet project deadlines.

F. Communicate effectively both orally and in writing.

EXPERIENCE AND EDUCATION:

Experience: Three years of engineering experience related to design, land development and construction in public works or applicable field, with 1 year of the experience being after acquiring the Professional Engineering License.

Education: Equivalent to a B.S. degree in Civil Engineering or closely related field.

License: Possession of a valid Class C California Driver's license at time of appointment.  
Possession of a Certificate of Registration as a professional engineer in the State of California.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment: ability to sit, stand, walk, kneel, squat, climb and lift up to 30 pounds and to work outdoors or in a confined workspace.

PROBATIONARY PERIOD: One Year

June 1968

Revised November 1988

Revised August 2008

602CS88

606CS89

AAP GROUP: 3

FPPC STATUS: Exempt

FLS Non-Designated