

ASSOCIATE ENGINEER

DEFINITION

To perform professional engineering work in the investigation, planning, design, construction, and maintenance/operation of a variety of public works facilities, systems, projects and/or private development projects and programs; to oversee and supervise the work of technical engineering staff as assigned.

DISTINGUISHING CHARACTERICS

This is the journey level class within the professional engineering series. This class is distinguished from the Assistant Engineer by assignment of the full range of professional engineering duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Incumbents may exercise direct supervision over technical engineering staff.

This class is distinguished from that of the Senior Engineer in that the latter is an advanced journey level class responsible for complex and difficult engineering projects and programs and exercises direct supervision over professional engineering staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level engineering staff.

May exercise direct supervision over technical engineering staff, as assigned.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Prepare plans and specifications for the design, construction, and maintenance/operation of a variety of public works facilities and projects, including water and wastewater utility, solid waste, street, storm drain, storm water management, and traffic/transportation systems; ensure conformance to City standards and practices.

Research project design requirements and perform related calculations; conduct plan checks to ensure contractor and/or enforce compliance with City and various environmental regulatory standards; prepare time and material cost estimates, especially as related to existing or anticipated project budgets.

Delegate routine research, design, and drafting tasks to technical staff; review completed work and identify solutions for solving design, construction, maintenance/operational problems; research publications and industry information sources as needed.

Order survey, mapping, and data collection as appropriate; perform field inspections, including survey work as necessary, to investigate and resolve field problems affecting property owners, contractors and maintenance operations; prepare estimates and feasibility reports for new or modified services and structures.

Review and process private development plans as related to streets, storm drains, traffic/transportation, water/wastewater utilities, solid waste systems, and related public works facilities and systems; ensure that such plans comply with City standards and requirements.

Prepare engineering studies and reports; participate in coordinating public works-related activities with other City departments, divisions, and sections, outside agencies, citizens, consultants, and developers; provide staff support to a variety of City boards, commissions, and committees as assigned.

Evaluate and recommend new technologies or procedures.

If assigned to traffic/transportation systems, initiate and complete traffic studies; evaluate signal sight distance, signage and striping; review and update traffic signals Improvement Standards; take corrective measures as warranted; design and bid minor signal improvement projects; generate and manage annual signal service agreements.

May participate in selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Prepare budget related to area of assignment.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Oversee, train, and evaluate the work of technical staff, as assigned.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of professional engineering as applied to a variety of public works, utilities, building/facilities construction, water quality, traffic and/or private development projects. Methods, materials, and techniques used in the design, construction, and maintenance/operation of public works and utilities programs and activities.

Budgeting techniques and capital project management.

Pertinent local, State, federal rules, regulations and laws related to area of engineering assignment, including those specific to City policies and practices.

Computer-aided design and modeling techniques and technology.

Modern office procedures and computer equipment and software such as AutoCAD, GPS, GIS, ArcView, ArcInfo and software related to specific department operations.

Supervision, training, and evaluation of staff.

English usage, spelling, punctuation, and grammar.

Principles and practices of work safety.

Ability to:

Perform the full range of professional public works engineering duties with only occasional instruction or assistance as new or unusual situations arise.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently bend, squat, climb, kneel or twist while performing field work; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and apply City standards and regulations and engineering policies and procedures as well as applicable laws and regulations related to area of engineering assignment.

Prepare accurate estimates of costs, schedules, personnel/materials and other resources related to engineering project responsibilities; make recommendations related to existing or anticipated project budgets.

Work effectively with a variety of internal and external customers to accomplish goals and objectives; deal firmly and courteously with citizens, developers, consultants, and contractors.

Establish and maintain effective working relationships with those contacted in the course of work.

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Prepare concise and understandable written reports, studies, and other written materials, including requests for qualifications/proposals

Prepare and present oral presentations to a variety of internal and external customers.

Select, train, review, and evaluate technical engineering staff, as assigned.

Experience and Training

Experience:

Two years of responsible professional engineering work similar to that of an Assistant Engineer with the City of Roseville.

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in civil, environmental engineering or a closely related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a current Engineer in Training (EIT) certificate as issued by the State of California is desirable.

08-24-18

05/19/10

04/15/06- Associate Engineer

09/01/04- Project Engineer