Job Description Class Code: 618

ASSOCIATE ENGINEER

DEFINITION

Under general supervision, assists with project plans and specifications for City capital improvement projects.

ESSENTIAL FUNCTIONS

This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Assists with project plans and specifications for City capital improvement projects by ensuring contractor and staff compliance with engineering practices and principles; researches project design requirements; prepares project scheduling and time and material costs; performs complex calculations for design specification; reviews and submits project plans; conducts field inspections; monitors contractor and staff compliance with project plans and specifications.

Monitors and verifies work material delivery, proper equipment and labor usage and work site availability; implements Divisional rules and procedures; assists in resolving conflicts and interfaces with citizens and contractors at all phases of construction; collects information for creating documents, preparing plans and specifications, substantiating support for dispute resolution and status reports; prepares and finalizes office memorandums, letters and status reports; maintains files and records.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of engineering practices and principles, complex mathematical and engineering formulas and material testing practices

Knowledgeable of capital improvement project planning and designing techniques

Knowledgeable of and proficient in operating a personal computer hardware and software packages

Knowledgeable of occupational hazards and safety guidelines

Skilled in planning and designing specifications for engineering projects

Skilled in providing and following oral and written instructions in English

Skilled in establishing and maintaining productive working relationships

Ability to perform and train other employees on essential duties

Ability to effectively communicate verbally and in writing with all levels of staff and public

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending; May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and construction sites.

QUALIFICATIONS

Bachelors degree in Engineering or closely related field, **AND** three (3) years experience in construction management OR **possess an Engineer-in-Training Certification from the State of California.** Must possess at the time of application and maintain a valid California Driver's License. Depending on the needs of the City, incumbents in this job classification may be required to posses or obtain additional licenses and certifications.

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