



CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

ASSOCIATE ENGINEER

DEFINITION

Under general supervision, the Associate Engineer performs a variety of moderately complex and professional civil engineering work pertaining to the design and construction of capital improvement projects, City infrastructure and private development projects; reviews engineering and development plans for accuracy and conformance to pertinent engineering standards, practices, laws and regulations; acts as project manager for assigned capital improvement projects; and performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Associate Engineer is the mid-level position in the Civil Engineering series. This classification is distinguished from the Principal Engineer classification in that the Principal Engineer possesses a higher level of technical knowledge, exercises greater independence, and works on more complex assignments. The Associate Engineer has a more narrow range of independence and works under general supervision, receiving occasional instruction as new, unusual or complex situations arise. Responsibilities include the application of professional and technical knowledge and skills to various engineering and public works matters and projects. Employees at this level are required to be trained in all operating procedures and policies related to assigned areas of responsibility.

ESSENTIAL DUTIES

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions consistent with business needs and position qualifications.

- Review plans, improvement plans, specifications and related engineering documents for accuracy and compliance with pertinent codes, regulations, and standards; recommend conditions of approval and mitigation measures for engineering and development projects.

- Develop comprehensive and accurate design plans, specifications, cost estimates and other engineering documents for a variety of projects; make technical recommendations and establish standards, calculate quantities, assure quality and establish cost of materials used for projects.
- Review grading, encroachment and other permits for conformance with pertinent codes, regulations and standards; check calculations and material quality and quantities for accuracy, and issue permits.
- Serve as project manager for design and/or construction of minor capital improvement projects from design to construction completion, ensuring compliance with pertinent codes, regulation and standards.
- Issue Requests for Proposals for design and construction projects; coordinate bidding process.
- Perform field inspections of assigned projects; take photographs, and prepare accurate reports based on observations; investigate field problems affecting property owners, make recommendations and implement selected solution.
- Develop and administer project budgets; review and track progress reports and change orders, prepare and process payment invoices.
- Assist in the preparation and administration of Department budget and annual Capital Improvement Program.
- Represent the Public Works Department to other City departments, elected officials and outside agencies; coordinate Department activities with those of other departments, outside agencies and other organizations.
- Conduct environmental reviews with respect to compliance with the California Environmental Quality Act ("CEQA") for all Public Works projects; coordinate the review of planning applications as related to Public Works and engineering issues with the Development Services Department,
- Prepare City Council and Planning Commission agenda items on Public Works/Engineering matters; and attend City Council and Planning Commission meetings, as required.

- Assist in the preparation of grant and other funding applications; review and track expenditures, prepare and submit reports related to grants and funding sources.
- Provide engineering counter assistance; process Public Works permits, provide technical and Department information to the public, developers, contractors and outside agencies; resolve difficult and sensitive citizen inquiries and complaints.
- Assist in the development and maintenance of the City's Engineering and Public Works Procedures Manual.
- Participate in and attend professional group meetings; stay abreast of new trends and innovations in the engineering and land development fields.
- Maintain Department and project files and records.
- Establish, maintain and foster positive and harmonious working relationships with City staff and all those contacted in the course of work.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent Federal, State and local laws, codes and regulations related to civil engineering, municipal public works construction projects, public contracts, and related fields.

Principles, standards, practices, and current terminology of civil engineering and public works project management and their application to a wide variety of services including planning, design, analysis, plan review, inspection, testing and construction of public works projects and maintenance of municipal infrastructure.

Principles of advanced mathematics, geometry, trigonometry, and calculus and their application to civil engineering.

Contract administration including development of RFP's, bidding, vendor selection, negotiation, change orders, disputes, claims, budget tracking and contract performance evaluation.

Basic principles and practices of municipal budget preparation and administration.

Proper English, spelling, grammar, punctuation use, and business letter writing.

National Pollution Discharge Elimination System (NPDES) standards and practices as they relate to City and private development projects.

Modern office practices, procedures, methods, and equipment, including computer software applications including word processing, spreadsheets, presentation, database, computer aided design (AutoCAD), and geographical information systems (GIS).

Techniques for providing a high level of customer service to the public, contractors, City staff and City management, both in person and over the telephone.

Ability to:

Interpret, explain, and apply pertinent Federal, State, local, and City laws, codes, regulations, rules, policies and procedures related to civil engineering and City operations.

Read and comprehend complex engineering material such as design manuals, procedure manuals, contract documents and technical reports.

Prepare accurate, comprehensive and well written design plans, specifications, cost estimates, and reports.

Analyze and evaluate design drawings and specifications for accuracy and conformance to pertinent laws, rules and regulations.

Analyze engineering design standards, requirements and policies and make recommendations for necessary revisions.

Communicate clearly and concisely, both orally and in writing, utilizing proper English, spelling, grammar, punctuation use, and business letter writing.

Operate computer equipment and software programs including word processing, spreadsheets, presentation, database, computer aided design (AutoCAD), geographical information systems (GIS).

Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations.

Maintain accurate records and files.

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

Attend night and/or weekend meetings, events or activities outside normal business hours.

Travel to various sites and operate a motor vehicle safely.

Training and Experience:

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field; at least three (3) years of increasingly responsible experience in professional engineering; or any combination of education, experience, and training that would likely provide the required knowledge and abilities.

Licenses:

Possession of a valid California Driver's License and a safe driving record at appointment is required.

Minimum certification includes possession of a current/valid Engineer in Training (E.I.T.) certificate, however, registration as a Professional Civil Engineer (P.E.) in the State of California is desirable.

Physical Standards:

Physical & Sensory Elements: The sensory demands of the job typically require speaking, hearing, touching and seeing. This is primarily a sedentary office classification although standing in work areas, walking between work areas and traveling to offsite work areas may be required. Employee is frequently required to communicate with others, use a telephone and work on a personal computer. Close vision for reading and working on a visual display terminal screen and the ability to focus on small objects is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports and records that typically weigh less than 25 pounds.

Environmental Elements: Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employee will be required to travel to project locations in the field to inspect construction sites and potential project or maintenance sites to interact with the public, to observe engineering related concerns. Exposure to moving mechanical parts, noise, traffic, fumes, weather (sun, rain, etc) and airborne particles in the field will occasionally occur. Employees may be required to travel to other locations and attend meetings. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing policies and procedures.

Tools and Equipment:

Personal computer, including word processing, spreadsheet, electronic calendar, power point software programs; telephone, fax, copier, postage machine and other modern office equipment as necessary. Engineering equipment including but not limited to plotter, cameras, tape measures and counters.

SELECTION GUIDELINES

All selection guidelines for this position are subject to City Council determination, and include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Note: All employees of the City of Rancho Santa Margarita are designated to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee's normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04)

FLSA Status: Non-Exempt

Classification Status: This is an "At Will" classification and not included in "Competitive Service" as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause or notice at any time by either City or employee.

Approval Date: June 10, 2015