



City of Newark, California

Class Code: 210.1
WP Code: ASSOCIVIL
Established: 3/90
Revised: 4/00; 2/07
EEO Code: P

CLASS SPECIFICATION

ASSOCIATE CIVIL ENGINEER

DEFINITION

Under general direction from the Senior Civil Engineer; to perform professional civil engineering work in the design, construction, inspection, and coordination of a variety of public works projects; and to process development, subdivision, transportation, and other plans for conformance with City and State standards and current civil engineering practice.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Professional Engineering series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most complex and difficult types of duties assigned to classes within this series, which may include providing lead supervision to lower level engineering or clerical staff.

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

Review private development and public improvement plans and subdivision maps for compliance with state and local codes, regulations and standards, and compliance with the requirements of project approval.

Review encroachment permit and other permit applications, and hydrology and hydraulic calculations.

Supervise the preparation of, or develop, engineering plans and specifications for major and minor projects, solicit and review bids, and make recommendations for project award and acceptance.

Provide project management for municipal public works construction and maintenance projects.

Perform or oversee project administration and inspection.

Conduct traffic engineering studies and investigations; assist in traffic signal and pavement marking design; and evaluate transportation and traffic impacts of development proposals.

Prepare special reports on construction, maintenance, transportation, and general public works issues.

ASSOCIATE CIVIL ENGINEER

Administer special projects and programs involving storm water quality, public utilities, pavement management system, or other activities that effect public works.

Respond to public and other inquiries orally and in writing; attend and conduct public meetings, and make presentations to City Council, Planning Commission, and other legislative and advisory bodies.

Exercise technical and functional supervision over assigned engineering staff; lead staff and perform the more difficult and complex work in civil engineering activities, including handling difficult problems/determining course of action; provide input on performance evaluations; and provide advice and assistance to lower level street maintenance staff.

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

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering.

Principles of supervision, training and performance evaluations.

Procedures and techniques used in the design, construction, and maintenance of public works activities.

Subdivision law and processing of subdivision maps and other legal land development actions including special assessment districts.

Pertinent local, State and Federal laws, ordinance and rules.

Ability to:

On a continuous basis, know and understand all aspects of the job; analyze work papers, reports and special projects; identify and interpret technical and numerical information.

Perform complex engineering computations and drawings quickly and accurately.

Use and take care of engineering survey and drafting equipment.

Prepare and interpret plans, specifications, and other documents; administer contracts and inspect quality of work relative to public and private improvements.

Prepare clear and concise reports.

ASSOCIATE CIVIL ENGINEER

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; work in conditions of various outdoor exposure.

Make presentations to a variety of groups.

Use a personal computer and programs required in professional engineering and office work.

Review difficult and/or complex engineering related issues; prepare related cost estimates and recommend the most effective and efficient course of action.

Communicate clearly and concisely, both orally and in writing.

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

Supervise, train, and evaluate assigned staff.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of professional civil engineering experience, including one year of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

License or Certificate

Possession of, or ability to obtain, a Class C California Driver License.

Current registration as a Professional Civil Engineer in the State of California.

Probationary Period: 12 Months

FLSA: Exempt