

## ASSOCIATE ENGINEER

### NATURE OF WORK

This is responsible engineering work following accepted engineering principles and practices in the investigation, development, construction, and maintenance of engineering projects.

Work involves responsibility for specialized functions involved in the City's engineering program. Supervision may be exercised over technical subordinates. Work is reviewed by a professional or administrative superior through discussion and inspection, principally for determining general progress and adherence to departmental policies and regulations. An employee in this position may function as a "Project Engineer".

### EXAMPLES OF WORK PERFORMED

Reviews engineering studies, plans and specifications from outside consultants to ensure quality control standards are followed.

Manages intake and review of Private Construction Agreement Executive Order projects; performs review of infrastructure plans for compliance with design standards and development agreements; communicates with developers and developers' engineers on these projects.

Assists in updating the Comprehensive Plan.

Develops and implements public information and education programs which may include public presentations; attends public hearings on behalf of the City in order to answer questions regarding transportation and utility projects; responds to public requests for information to include advice on sidewalks and bikeways, land development policies, drainage problems, and traffic issues.

Organizes and prepares special assessments for assigned projects to ensure they are consistent with assessment policies; coordinates the initiation of special assessment districts.

Assists in the preparation and monitoring of capital and operational budgets; assists in the preparation and administration of project budgets to yield on time, and at or under budget projection.

Prepares and reviews traffic impact studies and provides written recommendations; prepares and reviews draft environmental reports per Federal requirements; implements traffic safety improvement and traffic management programs.

Develops long-or short-range transportation improvement programs.

Assists in the administration of the City's sidewalk program, sight distance standards and temporary traffic control requirements.

Supervises subordinates in the design and preparation of plans for the public infrastructure; provides specific support and training of subordinates relative to construction management of the various components of the public infrastructure.

Prepares project proposal items including special provisions, special plans, and engineering estimate; sets project budget and controls labor and/or construction costs; ensures all charges and

reimbursements for projects are assigned to the proper projects and funds.

Manages intake, review, and tracking of Right of Way permits submitted by utilities and private users.

Reviews construction plans submitted to Building and Safety regarding water and sewer service connections, access, parking lot configuration, and site drainage.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of City, County, State or Federal transportation planning processes.

Considerable knowledge of principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of transportation and utility projects.

Considerable knowledge of engineering, planning, and geographical information systems software and applications.

Considerable knowledge of City/County GIS applications.

Knowledge of regional transportation modeling.

Knowledge of the principles and practices of engineering.

Ability to interpret rules, regulations, and policies and to make independent decisions in accordance with established precedent.

Ability to perform technical research work and to give reliable advice on difficult engineering problems.

Ability to adapt approved engineering methods and standards to the design and construction of a variety of municipal transportation and utility projects.

Ability to establish and maintain effective working relationships with other government agencies, citizen committees, the media, public officials, other City departments, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to understand and follow complex oral and written instructions.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in civil engineering or related engineering field; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle may be necessary to the satisfactory performance of assigned duties for some positions within this classification.

*Employees may be required to possess any of the following if required by the position to which assigned.*

Ability to qualify for Engineer-in-Training certification.

7/22  
PS2006