



City of Woodland

SENIOR ASSOCIATE CIVIL ENGINEER

DEFINITION

To perform complex professional engineering work in the investigation, planning, programming, design, construction, inspection and operations and maintenance of public works and facilities.

DISTINGUISHING CHARACTERISTICS

This is the highest level of the professional engineering series and is distinguished by the performance of more complex engineering work as well as specialized experience in one or more functional areas of the Engineering Division such as Transportation, Development Services, Capital or Utility Engineering. This position is distinguished from the Senior Civil Engineer position in that it does not exercise complete control and responsibility over one of the functional areas listed above.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a Senior Civil Engineer, Principal Civil Engineer or the City Engineer.

Incumbents of this class may be assigned supervisory responsibility for a major functional area within the Division entailing the direct or indirect supervision of other professional, technical or administrative positions.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Responsible for one or more technical programs as a subdivision of City-wide engineering functions.

Perform highly specialized engineering tasks relative to the assigned area of responsibility

Plan, supervise and perform professional engineering work in the planning, design and construction of water and sewer systems, drainage systems, transportation facilities, flood management, facilities and other City infrastructure.

Interpret, analyze, apply and articulate laws, rules, contracts, ordinances, regulations and guidelines as they apply to Federal and State funding programs and permit requirements.

Represent the City in front of regional, state and federal agencies.

Provide leadership and direction and perform professional and technical engineering activities related to program and project management of City-wide development services, traffic engineering, capital improvement, design and construction, wastewater, and utilities requirements.

Perform complex professional and technical engineering tasks relative to assigned area of responsibility; review and check final maps, parcel maps, and design subdivision improvement plans for accuracy and conformance with City codes, ordinances and departmental requirements; prepare complex estimates and technical reports for departmental use and/or presentation to the City Council and City commissions. Supervise and participate in multi-department or multi-agency studies to provide engineering analysis and input; conduct detailed research and prepare extensive written reports.

Coordinate public construction projects from definition of scope through engineering or architectural design, contract specification/plan preparation, construction and warranty close-out; recommend and administer construction contracts with outside consultants as appropriate; review work and tasks performed, recommend progress payments and monitor billings.

Assign routine investigation, design, drafting and inspections tasks to technical subordinates.

Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work to complete assigned tasks.

Work cooperatively with others.

Promote and maintain safe work practices.

Confer and coordinate with contractors, private engineers, other public members, and other City departments on public works projects, City codes, ordinances, and policies. Supervise and participate in the development, update and implementation of standard engineering plans and design criteria.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Engineering principles and practices as applied to municipal public works, including planning and development, design, inspection, and construction, and operation and maintenance.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to municipal utilities and proposed public works facilities.

Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information in municipal public works.

Contract preparation and administration. Safety principles, practices and procedures. Operation and basic programs of a personal computer.

Skill to:

Perform highly complex engineering work with a minimum of supervision.

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports.

Plan, coordinate, and prioritize a variety of engineering projects. Communicate effectively, both orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations, ordinances and policies.

Efficiently operate a personal computer.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Independently perform difficult and complex professional engineering work; design, inspect and manage the construction of a variety of public works projects.

Develop cooperative public relations with contractors, developers, private engineers, and the general public. Organize and conduct public meetings.

Perform field inspections of public works projects; review plans and maps submitted for compliance with all pertinent guidelines.

Prepare plans, specifications and write technical reports.

Principal and practices of budgeting and personnel management.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience

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

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in engineering.

Experience:

Four years of increasingly responsible and varied Civil Engineering work experience as a licensed Civil Engineer.

License or Certificate

Possession of a valid certificate of registration as a Professional Civil Engineer in the State of California; possession of a valid California Driver's License.

ADA COMPLIANCE

Physical Ability: Positions in this class frequently (up to 66%) require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Heavy Work: Exerting in excess of 25 pounds of force occasionally, (less than 33% of the time) and in excess of 50 pounds of force rarely (less than 12% of the time) to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people. This is an essential function of the position as incumbents regularly up to 100% of the time use their sensory skills.

Environmental Factors: May occasionally (up to 33% of the time) be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

Council Action: September 2014