



City of Woodland

**ASSOCIATE ENGINEER
ASSOCIATE CIVIL ENGINEER**

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level of the professional engineering series and is distinguished from lower level engineering classes by the performance of more complex engineering work as well as by participation in the long-range planning and administrative functions within the Public Works Department.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a branch level supervisor or a designee.

Incumbents of this class may also 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

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 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 and consistent attendance.

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 journey level 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 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.

Interpret, analyze, apply and articulate relevant laws, rules, contracts, ordinances, regulations and guidelines.

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

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.

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:

Bachelor's degree (or the equivalent of 120 completed semester units) from an accredited college or university with major coursework in engineering.

Experience:

Three years of increasingly responsible work experience in engineering or two years experience equivalent to an Assistant Engineer with the City of Woodland.

License or Certificate

Possession of a valid California Driver's license; a valid Engineer In Training (EIT) certificate is required in order to be employed by the City of Woodland as an Associate Engineer; a professional engineering registration is required in order to be employed by the City of Woodland as an Associate Civil Engineer.

Council Action: May 18, 2004