

SEPTEMBER 2016

CITY OF ROCKLIN

ASSOCIATE CIVIL ENGINEER

Salary Range: 41 (Public Service Employees)

DEFINITION

Under direction, performs professional engineering work in the investigation, planning, design, construction, and maintenance/operation of a variety of public works facilities, systems, projects, and/or private development projects and programs; provides project management on public works projects; administers state and federal grant funds associated with construction projects; provides highly complex staff assistance to management staff and others; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level classification requiring registration as a professional engineer in California. Positions in this class possess the applicable educational and training background required for a professional engineer, including the appropriate certificates and licenses. This class is distinguished from the Assistant Civil Engineer by assignment of the full range of professional engineering duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise.

SUPERVISION RECIVED AND EXERCISED

Incumbents report to management personnel and may provide direction and training to personnel.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Performs the more complex professional and technical engineering tasks for assigned projects.
- Prepares and administers construction contracts and prepares bid documents.
- Prepares and/or coordinates the preparation of plans, specifications and cost estimates for construction projects
- Coordinates the activities of utility companies, contractors and developers within the context of assigned projects; meets with engineers and developers to review project design and impacts
- Reviews and approves construction change order requests; approves contractor pay requests
- Inspects projects to ensure safety and compliance with plans, specifications, codes and regulations, and standards; makes professional field decisions as necessary
- Designs road and drainage reconstruction projects
- Reviews structural calculations and hydrology reports for accuracy and completeness
- Maintains accurate, complete and up-to-date project records
- Administers state and federal grant funds associated with construction projects
- Prepares and/or presents City Council resolutions and staff reports
- Attends various staff and regional technical advisory meetings

- Performs various routine engineering/administrative work as required, including issuing encroachment permits, providing flood zone determinations, accepting applications for plan/map checks and processing related fees, etc.
- Receives and responds to inquiries, requests for assistance and complaints regarding engineering projects and procedures
- Provides technical and professional assistance/support to other City departments and divisions, Planning Commission, and City Council as necessary
- Performs general office work as required including preparing reports and correspondence, entering computer data, copying and filing documents, etc.

EMPLOYMENT STANDARDS

Knowledge of:

- Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operations
- Methods of project management and contract administration
- Bidding requirements for public works projects
- Methods, materials and techniques used in the construction of public works and utilities projects
- Modern developments, current literature and sources of information regarding engineering
- Subdivision mapping and construction practices
- Methods and techniques of effective technical report preparation and presentation
- Applicable federal, state and local laws, codes and ordinances
- Modern office practices and technology, including personal computer hardware and software
- English usage, spelling, grammar and punctuation
- Principles and practices of safety management and training

Ability to:

- Plan, organize, review and evaluate the activities of program areas within assigned areas
- Coordinate assigned activities with other City departments and agencies as required
- Analyze complex problems, evaluate alternatives, and make sound recommendations related to assigned activities
- Read, interpret and apply technical written material and applicable laws, rules, regulations and codes
- Professionally and effectively administer construction contracts
- Design engineering projects
- Ensure project compliance with plans, specifications, laws/codes/ordinances, and applicable standards
- Read and understand technical drawings and specifications
- Calculate complex engineering computations; and check, design and prepare engineering plans and studies
- Perform mathematical and engineering computations with precision

- Recognize discrepancies from as-built to contract specifications, and recommend reconciliation of the two
- Set priorities and meet deadlines with minimal supervision
- Communicate clearly and concisely, both orally and in writing
- Use computer technology and applications in the performance of daily activities
- Prepare and present clear, concise and logical written and oral reports
- Interpret and apply City and Department policies, procedures, rules and regulations
- Establish and maintain effective working relationships with those contacted in the course of work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

A typical way of gaining the knowledge and skills outlined above is:

A Bachelor's degree in civil engineering or a closely related field from an accredited college or university, and three (3) years of professional engineering experience equivalent to that of an Assistant Civil Engineer with the City of Rocklin.

GENERAL QUALIFICATIONS

License Requirements:

- Possession of a valid certificate of registration as a Civil Engineer, issued by the California State Board of Registration for Civil and Professional Engineers.
- A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

Physical Requirements:

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.