



CITY OF CITRUS HEIGHTS

ASSOCIATE CIVIL ENGINEER

DEFINITION

To plan, coordinate, administer and participate in development and review of traffic engineering, transportation related capital improvements, drainage, and special projects; to provide professional technical engineering support relative to assigned area of responsibility; to develop and implement long range planning; and to apply state and federal funding to roadway and other capital projects.

DISTINGUISHING CHARACTERISTICS

This is the journey level class within the professional registered Civil Engineer series. Employees at this level perform the full range of duties and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. This class is distinguished from the Associate Engineer in that the Associate Engineer is not registered as a Professional Civil Engineer.

This class is distinguished from the Senior Civil Engineer in that the latter is a first line supervisor over professional staff and performs the most complicated capital projects.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

May exercise direct supervision over technical staff; and may provide technical and functional supervision over less experienced professional and administrative support personnel

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

- Perform specialized professional and technical duties and project management related to area of assignment.
- Assist in the development and implementation of goals, objectives, policies and procedures for engineering unit and projects; determine priorities of projects and work assignments.
- Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations and procedures.
- Provide assistance to the City Engineer; coordinate with other agencies and City departments; and, assist with capital improvement program and projects.
- Participate in budget preparation and administration related to assigned projects; prepare cost estimates for budget recommendations; submit justifications for projects, equipment and staff; and, monitor and control expenditures.
- Plan, prioritize, assign, oversee and review the work of technical staff involved in assigned projects; participate in the selection of staff; and, provide or coordinate technical staff training.
- Check submitted plans for accuracy, suitability, and completeness and make recommendations for revision and improvement; review and prepare land development plans, construction documents, encroachment permit applications, Landscape Assessment District and transportation projects as needed.

- Act as project manager over the administration of apportionment of assessments; prepare and coordinate the Engineers Reports for assessments districts involving private developments and related activities.
- Prepare staff reports and make presentations to Council or other Boards and Commissions.
- Develop conditions for development projects and other applications; work collaboratively with planning and building functions; develop recommendations for consideration within the development review process.
- Provide estimates in connection with the construction or maintenance of a variety of engineering projects to include street lighting, facilities, street resurfacing, general street improvements, drainage and capital improvement and other public works projects as assigned.
- Attend and/or facilitate or assist with internal and external meetings; represent the City at meetings related to area of assignment; meet with neighborhood groups and commissions, task forces, committees and the Planning Commission, City Council and others as assigned.
- Create or review engineering plans, charts, diagrams, graphs, tables, sketches, exhibits, and staff reports for the Planning Commission, City Council and other uses.
- Oversee and meet with other local agencies and utilities regarding affects on engineering projects or other issues as assigned.
- Prepare, monitor, service and administer grants and other competitive regional special funding as assigned; secure funding; negotiate and oversee consulting and construction service contracts; conduct field inspections; and, ensure project related information is received by appropriate staff, public or agency in a timely manner.
- Prepare and analyze specifications, plans, estimates, reports and documents pertaining to the construction, maintenance and operation of traffic engineering facilities, drainage, and other capital improvement public works engineering projects as assigned.
- Research and prepare technical and professional reports; prepare written correspondence and staff reports.
- Resolve customer service issues related to area of assignment; conduct investigations of complaints and recommend appropriate corrective action; and, prepare response letters to applicants.
- Oversee or coordinate a variety of special projects involving graphic design and illustration for exhibits; maintain records, lists and data.
- 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, terminology, methods and techniques used in civil engineering related to transportation, drainage, land development, pavement management or other public works operations.
- Principles and practices of land use development, traffic and lighting design, pavement management, drainage, public infrastructure and construction inspection processes.
- Principles and practices of design and construction of developments impacting the public infrastructure.

- Modern land development options; Subdivision Map Act, and the urban planning process related to land development.
- Methods, techniques and equipment used in effective traffic and transportation engineering, field data collection, construction zone procedures, traffic studies and radar/traffic counters.
- Applicable equipment and instruments used in engineering duties, traffic surveys, testing and/or analyzing in assigned area of work.
- Construction practices, procedures and materials.
- Principles and practices of technical report writing and data presentation.
- Principles and practices of grant writing and development of applications for special regional funding opportunities.
- Recent developments, programs, current literature, and sources of information regarding civil engineering, including changing regulations and methods of compliance.
- Recent developments, programs, and available equipment regarding traffic engineering, especially in the area of traffic calming and the restraint of vehicle travel in residential areas.
- Plan review techniques and encroachment permit applications.
- Methods, techniques, design, construction, installation, upgrade and maintenance of traffic and transportation engineering; and, effective field data collection, construction zone procedures, traffic studies and radar/traffic counters.
- Methods and techniques of mapping as related to engineering functions.
- Mathematic principles of algebra, geometry, calculus, and trigonometry as related to engineering functions.
- Principles of engineering as applied to construction, inspection, safety, and engineering of structures as appropriate related to assigned functions.
- Modern office procedures and computer equipment and understanding of related computer equipment including specialized engineering programs and needed graphics design.
- Budgeting procedures and techniques.
- Principles and practices of good customer service.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of safety management.
- Pertinent local, State and Federal rules, regulations, codes and laws, City functions, policies, rules and regulations.

Ability to:

- Perform professional engineering and mathematic calculations with speed and accuracy; perform or review other engineering work; and, write technical and complex reports.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Read, understand, analyze, and use blueprints, construction plans, technical drawings, engineering plans and specifications and reports; reduce, interpret and apply field notes.
- Understand, explain and apply ordinances, regulations, codes, resolution and procedures, laws and policies governing assigned area.
- Use specialized software and equipment relevant to assigned duties.
- Project and analyze budget costs; research and write funding applications; understand and assist in the negotiation of contracts; and oversee project budgets during construction.
- Prepare or coordinate displays and illustrations.

- Use and care for electronic and mechanical instruments and tools.
- Oversee the design, construction, installation, upgrade and maintenance of transportation engineering and transportation facilities, signals, signs, striping, etc.
- Make sound decisions regarding issues using judgment and analysis of multiple factors.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.
- Attend public meetings in the evening to perform the requirements of the job.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer with proficiency and familiarity.

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 required knowledge and abilities would be:

Experience:

Three years of professional level experience that relates to civil engineering, drainage, transportation engineering, traffic engineering, or a related field and similar to that of the Associate Engineer within the City of Citrus Heights; public sector experience is desirable.

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:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Possession of current registration as a Professional Civil Engineer with the State of California.

PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis, sit at desk for long periods of time; intermittently twist, bend and reach in the field; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

File:	Associate Civil Engineer
FLSA:	Exempt
Created:	01/01/02
Revised:	07/29/03 – Added Section 504 language 09/26/06 – Added Part-Time language 10/03/06 – Minor edits and clarifications 10/15/10 – Corrected EEO Language 04/11/18 – Technical edits/update format

<p><u>Part-Time:</u> The Associate Civil Engineer classification may be designated by specific position and assignment as part-time. Such part-time positions will be compensated at an hourly rate of pay and will have limited evening or weekend meeting attendance requirements. The part-time Associate Civil Engineer will be considered to be in a non-exempt status under FLSA.</p>
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