**Bargaining Unit:** 

FLSA:

MS Exempt 1430

**Position Number:** 

## ASSOCIATE ENGINEER

#### **DEFINITION**

Under direction, to perform a variety of difficult and complex professional office and field engineering work; to prepare plans, designs, and specifications for a variety of City projects; to review work prepared by outside consultants; to prepare engineering reports; and to do related work as required.

# **DISTINGUISHING CHARACTERISTICS**

This is the experienced registered level classification in the professional engineering class series. Incumbents perform a wide scope of professional office and field engineering work. They may also provide project planning and coordination for paraprofessional and technical staff. This class is distinguished from Engineering Assistant by requiring registration and the performance of a broader range of more complex assignments. It is distinguished from Senior Engineer by the fact that Senior Civil Engineers are assigned full project management responsibilities, as well as the most complex professional engineering work.

## **REPORTS TO**

City Engineer or Senior Engineer

# **CLASSIFICATIONS SUPERVISED**

Incumbents may provide some work coordination and training for Assistant Engineer and Engineering Technician I, II, III, and IV

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (The following is used as a partial description and is not restrictive as to duties required.)

Designs, prepares, and evaluates preliminary and final plans and specifications for a variety of street, drainage system, water and wastewater treatment facilities, airport, and related capital improvement projects, requiring professional engineering expertise; performs a variety of project development and coordination assignments; serves as a resident engineer, performing contract administration, construction inspection, and project administration; ensures that contractors meet proper standards, specification requirements, cost controls, and time requirements; approves changes orders and progress payments; performs foundation and hydrology studies; receives public inquiries regarding City engineering standards; researches data and provides consultation to engineers and contractors; collects, organizes, summarizes, and analyzes a variety of technical engineering data; prepares grant proposals and administers grants; performs engineering reviews of environmental impact reports; prepares preliminary reports for tentative subdivision map conditions; performs field surveys; uses a computer to reduce survey data; performs engineering calculations; develops data for the acquisition of right-of-way; prepares engineering cost estimates; reviews laboratory reports and analyzes the quality and compliance of materials; performs traffic studies; develops and proposes solutions to complex engineering problems; reviews applications and approves

### **ASSOCIATE ENGINEER - 2**

# **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** (continued)

the issue of permits; provides a variety of technical engineering advice to the public and other agencies; may provide some work coordination and training for technical and paraprofessional engineering staff; represents the City Engineer Department in meetings with contractors, engineers, developers, property owners, attorneys, and representatives of other public agencies.

## **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk, sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of engineering and office equipment, including computer, telephone, calculator, copiers, and FAX.

# **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; may work outside; some exposure to weather and temperature variances; exposure to dust, continuous contact with other staff and the public.

## **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

Comprehensive knowledge of the theory, principles, and practices of civil engineering and their application to the design, preparation of engineering specifications, and construction of public works facilities, including roads, bridges, drainage systems, airports, and water and wastewater facilities.

Laws, rules, regulations, and policies affecting public works engineering.

Construction methods, materials, and equipment.

Proper inspection methods and procedures.

Contract development and administration.

Capital improvement planning.

Uses of computers and computer applications in professional engineering.

Principles of work coordination and training.

# **Ability to:**

Provide work coordination and training for paraprofessional and technical engineering support staff.

Perform a wide scope of professional engineering work in the preparation of plans, designs, and specifications for public works and City facility development, construction, and maintenance.

Prepare a variety of engineering reports.

Conduct engineering reviews of designs, plans, and specifications prepared by others. Gather, organize, analyze, and present a variety of technical engineering and statistical data.

Perform construction project administration, ensuring compliance with plans, specifications, and contracts.

Use a computer and appropriate software in professional engineering and administrative work.

#### **ASSOCIATE ENGINEER - 3**

# **DESIRABLE QUALIFICATIONS** (continued)

Ability to: (continued)

Effectively represent the City Engineer Department in contacts with the public, other City staff, and other government agencies.

Establish and maintain cooperative working relationships.

## **Training and Experience:**

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

Completion of requirements for a Bachelor's degree in civil engineering or a closely related area and three years of increasingly responsible experience in civil engineering, planning, development, construction, and maintenance of public works facilities.

# **Special Requirements:**

Possession of an appropriate valid California Drivers License.

Possession of current registration as a professional civil engineer in California.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED

agirperson, Personnel Board

DATE Acy 14, 2000