

CITY OF SALINAS

ASSOCIATE ENGINEER

BARGAINING UNIT/CLASS CODE:

AMPS / F09

DEFINITION

To perform complex professional engineering work in the design, investigation, and construction of public works and related projects; and to act as project manager for major engineering design projects.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the professional engineering class series. An Associate Engineer works under general supervision and is expected to complete complex engineering assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting general policies, and determining work assignments. Work in this class is distinguished from that of the Assistant Engineer class by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Senior Civil Engineer. Exercises functional supervision over lower level professional engineers and technical personnel, as assigned.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Design and prepare plans and specifications and cost estimates for public works projects including pumping stations, streets, storm drains, sewer lines, and related projects; research project design requirements; perform complex calculations and prepare estimates of time and material costs. Serve as Design Team Leader for a team assigned complex and major engineering projects. Assign routine investigation, design and drafting tasks to technical subordinates; review completed work; assist in the solution of difficult problems. Research publications and industry information sources. Develop design and construction standards for public works structures and appurtenances. Investigate field problems affecting property owners, contractors, and maintenance operations. Request survey, mapping, and data collection. Prepare estimates and feasibility reports for new or modified services and structures. Participate in the plan check, review, and processing of plans for private developments affecting city streets, sewers, drains and related public works facilities and ensure that they meet all city-imposed requirements. Prepare special engineering studies and reports. Coordinate public works activities with other City departments, divisions and sections and with outside agencies. Train and oversee work of professional and technical subordinates, as assigned. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
ASSOCIATE ENGINEER (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include driving to job sites, training and out-of office meetings.

QUALIFICATIONS

Knowledge of:

Principles and practices of engineering as applied to public works, utilities or building construction projects. City engineering policies and procedures. Principles of leadership and training. Methods, materials, and techniques used in the construction of public works and utilities projects. Modern developments, current literature and sources of information regarding engineering. Applicable laws and regulations relevant to design construction in the areas of assignments. Modern standards of alignment, grade, and compaction of streets. Sewerage and sewage treatment systems.

Ability to:

Lead a design team in the conduct and completion of complex engineering projects. Make complex engineering designs and computations and prepare engineering plans and studies. Communicate clearly and concisely, both orally and in writing. Use and care for engineering and drafting instruments and equipment. Prepare reports encompassing raw technical data; make effective cost estimates and recommendations. Establish and maintain cooperative working relationships with others. Effectively organize workload.

Skills to:

Perform design engineering, prepare plans, drawings, specifications, diagrams, and sketches pertaining to public works construction and development projects.

License or Certificate:

Possession of a certificate of registration as a civil engineer in the State of California. Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities, required to perform the duties would be any combination equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering and three years of professional civil engineering work experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 10-06