



December, 2017

FINAL DRAFT

ASSOCIATE ENGINEER Salary Grade 520

DEFINITION

Under direction, performs professional field and office engineering work related to the planning, design, construction, and maintenance of District projects and infrastructure; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides professional assistance to management, the Board of Directors, and others in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management and supervisory staff. May provide functional and technical direction to assigned project staff.

CLASS CHARACTERISTICS

This is the journey-level class in the professional engineering series, responsible for performing the full range of duties in support of the District's engineering projects. Incumbents require registration as a Professional Engineer, and regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective implementation of District engineering projects and services. The work involves problem-solving of unique issues or increasingly complex problems without precedent and/or structure. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver engineering services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the class of Senior Civil Engineer in that the latter is a first line supervisor with significant accountability and ongoing decision-making responsibilities associated with the work.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares designs, specifications, plans, estimates, and reports for the development and modification of District projects and various facilities and appurtenances.
- Reviews private development plans submitted by developers, land owners, and engineers for adequacy of application and conformance to District standard plans and specifications.
- Coordinates the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Assists in or manages investigations, studies, design, and construction projects; ensures contractor compliance with contract documents, time, and budget estimates; recommends field changes as required.

- Conducts engineering and related studies, evaluates alternatives, makes recommendations and prepares reports for management and the Board of Directors.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes; explains codes, requirements, and procedures and evaluates alternatives.
- Participates in District long- and short-range capital improvement and preventive maintenance activities.
- Directs the work of support staff on a project or day-to-day basis; instructs staff in work procedures.
- Interprets and administers applicable laws and ordinances governing engineering work.
- Researches, prepares, and recommends methods of financing various improvements, including the use of assessment districts and areas-of-benefit.
- Reviews, analyzes, and makes recommendations concerning engineering, project costs, operations, and control aspects of land development proposals including environmental and other documentation.
- Performs the more complex construction inspections to confirm contractual compliance to engineering and construction standards.
- Acts as the District's liaison with a variety of committees, commissions, construction and design engineers, and developers; represents the District and the department in meetings with other public, regulatory, and private organizations.
- Prepares a variety of written correspondence, reports, grant applications, plans, procedures, ordinances, and other written materials.
- Maintains accurate records and files.
- Monitors changes in laws, regulations, and technology that may affect District operations; recommends policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, and standards related to District infrastructure development and maintenance.
- Principles and practices of engineering.
- Practices related to surveying, including reviewing and preparing maps and legal descriptions.
- Principles and practices of developing and administering contracts for professional services and construction in a public agency setting.
- Methods and techniques of preparing project specifications and drawings.
- Techniques and ability to effectively represent the District in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations and with property owners, developers, contractors and the public.
- Methods and techniques of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Modern office practices, methods, including computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Develop and review plans for a diverse range of civil engineering projects including, but not limited to, wastewater and recycled water projects.

- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Instruct staff in work procedures.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Make effective public presentations.
- Maintain accurate records and files.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in civil engineering or a related field.

Experience

Three (3) years of progressively responsible professional engineering design, plan review, and project administration experience, preferably in a public agency setting.

Licenses and Certifications:

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.
- Must possess registration as a Professional Engineer as issued by the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to visit and inspect various construction sites; stand for long periods of time and walk on uneven surfaces; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When working in a field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.