

CITY OF SAN JUAN CAPISTRANO

ASSOCIATE ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of engineering work involving the review and processing of development projects including plans, maps, agreement, easements dedication and all supporting documents; to handle major public contracts; to prepare designs and specifications for assigned capital improvement projects; and to perform a variety of related duties and responsibilities as assigned by supervisors.

DISTINGUISHING CHARACTERISTICS

This is journey level class in the professional Engineer series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform difficult and responsible types of duties assigned to classes within this series including the review of development projects and conduct of specialized engineering studies. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Senior Engineer or Manager.

Exercises direct supervision over technical staff.

ESSENTIAL FUNCTION STATEMENTS *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Manages projects from preliminary design concept to completion; reviews development projects including plans, maps, and supporting documents; establishes conditions for improvement including off-site improvements and financial obligations.
2. Prepares and presents agenda reports, studies, memoranda, and correspondence; manages preparation of Master Planning documents; and prepares grant applications.
3. Conducts engineering studies on assigned projects; performs civil engineering cost analyses; prepares and/or reviews the adequacy and accuracy of computations, preliminary layouts, and designs work from field and survey data.
4. Performs engineering design work including researching data and determining design criteria in accordance with required standards and codes; prepares calculations, sketches, plans, specifications and estimates; develops designs either manually, or using computer equipment; and prepares schedules and workloads.

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5. Plans, prioritizes, assigns, supervises and reviews the work of subordinate staff; ensures adequate training and tools are provided.
6. Assists in managing and administering capital improvement projects from design to completion; prepares design and specifications; reviews the work of consultants and contractors; ensures compliance with specifications; recommends modifications and processing of payments.
7. Processes final maps from tentative stages; to County recording; prepares subdivision Improvement Agreements and ensures compliance with condition of approval.
8. Conducts field inspections for proper determination of current and proposed conditions of construction; ensures compliance with applicable standards and specifications.
9. Assists at the front counter; reviews applications, plans, and specifications; provides plan development; and recommends modifications as appropriate.
10. Collaborates and confers with developers, engineers, architects and contractors; provides information on City policies and procedures related to engineering.
11. Attends and participates in professional group meetings; stays abreast of trends and innovations in civil engineering; and meets Federal and State officials to promote the City's interests.
12. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of civil engineering.
- Terminology, methods, practices and techniques used in civil engineering report preparation.
- Materials, tools and equipment used in civil engineering.
- Principles of mathematics as applied to engineering work.
- Engineering design and construction principles and practices.
- Modern office procedures, methods and equipment including computers.
- Recent developments, current literature and sources of information regarding civil engineering.
- Principles and practices of supervision and training.
- Pertinent Federal, State and local codes, laws and regulations.

Skill in:

- Developing, reviewing and modifying civil engineering plans, designs and specifications.
- Managing and administering various capital improvement projects.
- Conducting cost analyses for proposed projects and ensuring adherence to project budgets.
- Interpreting and applying pertinent laws, codes and regulations pertaining to civil engineering.
- Performing technical research and solving engineering problems.
- Preparing and maintaining technical civil engineering records and reports.
- Operating computer engineering systems.
- Overseeing and supervising the work of subordinate staff.
- Responding to requests and inquiries from the general public.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining cooperative working relationships with those contacted in the course of work.

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EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Four years of civil engineering experience including contract or project management.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering.

Licenses or Certifications:

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; extensive contact with the public, contractors and developers.

Physical Conditions:

Essential functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time; requires visual acuity for reading engineering maps and drawings.