

CITY OF ARCADIA
ASSOCIATE CIVIL ENGINEER

DEFINITION

Under general direction, to perform professional and technical engineering work in assigned area of responsibility including subdivision engineering, capital projects, field operations, and construction services; and to provide technical staff assistance to higher level engineering staff.

SUPERVISION EXERCISED

Exercises direct supervision over professional and technical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; develop plans, maps, specifications, plats, diagrams, and other contract documents for a variety of engineering projects such as streets, structures, and hydraulics; make technical engineering decisions and establish technical criteria and standards; calculate the quantity, quality, and cost of materials used for various projects.

Review plans of consulting engineers and private contractors; review plans related to structures such as streets, sidewalks, gutters, underground facilities, and other off-site construction; check plans for conformance with regulations regarding line, grade, size, elevation, and location of structures; review engineering calculations of other engineers or engineering assistants.

Serve as project manager on assigned major engineering and construction projects ensuring conformance with contract provisions; assist in the construction inspection of assigned projects; ensure conformance with contract plans and specifications; make recommendations on approval of progress payments and change orders; prepare progress reports on projects under construction; maintain project files including plans, contract documents, records of changes, and field notes.

Prepare conditions of approval for private developments within the City.

Manage, administer, and inspect capital improvement projects; prepare Engineering Division Capital Improvement Program (CIP).

Issue transportation permits.

Review and approve utility excavation permits.

Submit project proposals to appropriate agencies for grants.

Assist in the development of Transportation Master Plan and Transportation Impact Fee.

Coordinate preparation and review City infrastructure master plans.

Assist in the preparation and administration of the assigned budget; monitor expenditures.

Investigate field problems affecting property owners, contractors, and maintenance operations; provide information to the public; respond to citizen inquiries and complaints.

Process final parcel and tract maps, bonds, and deeds required for projects.

Coordinate assigned activities with consultants, engineers, developers, contractors, other City departments and divisions, and with outside agencies.

Provide technical and professional engineering support services relative to assigned area of responsibility; prepare difficult special engineering studies and reports; perform special assignments on engineering problems as necessary.

Issue and extend grading permits and encroachment permits.

Recommend engineering conditions and mitigation measures for major construction projects.

Coordinate the review of funding applications and analysis of engineering fee structures.

Prepare hazardous materials reports and manage industrial waste program.

Prepare maps, deeds, and legal descriptions.

Supervise and assist preparation of new digital infrastructure atlases and departmental GIS.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Complex principles and practices of civil engineering including the design, construction, and maintenance requirements of public works projects.

Project management principles and techniques.

Capital Improvement Program budgeting and funding practices.

Modern developments, current literature, and sources of information related to engineering and construction.

Engineering plan types, review practices, and permit filing and approval procedures.

Pertinent Federal, State, and local laws, codes, and regulations including subdivision laws, Subdivision Map Act, Standard Specification for Public Works Projects, and Caltrans Standard Specifications.

Principles and practices of data collection and report preparation.

Principles of supervision and training.

Subdivision engineering and plan review practices.

Principles and techniques of land surveying.

Fundamentals of computer aided design.

General design, layout, and construction practices for public improvements such as streets, storm drains, grading, landscaping, and bike trails.

Principles of engineering mathematics, stress analysis, and properties, strength, and uses of construction materials.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Manage assigned projects.

Perform engineering design computations and check, design, and prepare engineering plans and studies.

Perform technical research and solve engineering problems.

Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.

Conduct comprehensive engineering studies and prepare reports with recommendations.

Train, supervise, and evaluate professional and technical engineering staff.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Analyze engineering plans and specifications to ensure compliance with City standards and governmental requirements.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Five years of increasingly responsible experience in professional civil engineering.

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:

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

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

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: January, 1999