

# **CITY OF REDWOOD CITY ASSOCIATE ENGINEER**

## **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. Positions in the class are normally filled by advancement from the lower class of Assistant Engineer, or when filled from the outside, require prior advanced technical or professional engineering work experience. 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 by the greater independence with which an incumbent is expected to operate.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant City Engineer.

Exercises functional supervision over lower level professional engineers and technical personnel.

## **EXAMPLES OF DUTIES**

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.

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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.

May supervise and train professional and technical subordinates.

Perform related duties as assigned.

**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 supervision 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.

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Modern standards of alignment, grade, and compaction of streets.

Sewerage and sewage disposal 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, 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.

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

**Physical Characteristics:**

Must be in sufficiently good health to perform job duties.

**Experience and Training Guidelines:**

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

**Experience:**

Two years of responsible advanced technical or professional engineering work experience, preferably in civil engineering.

**Training:**

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

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**License or Certificate:**

Possession of a Certificate of Registration as a Professional Engineer in the State of California is desirable.

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

**Effective Date:** March, 1991

**Bargaining Group:** Service Employees' International Union - Local 715