



**Department:** Public Works

**FLSA Status:**

Exempt

**Prepared By:** Will Bond, City Engineer

**Prepared Date:**

May 22, 2025

**JOB TITLE:** Associate Civil Engineer

**SUMMARY:**

Under limited and general direction, perform professional engineering work, both in the office and in the field, including oversight and supervision of design, construction administration and inspection of capital projects, preparation of public works conditions for development projects, use permits, and subdivisions, and engineering review of grading and improvement plans and drainage, traffic, and other technical studies associated with development. Individuals holding this classification are responsible for major projects and/or assigned to act as a team leader, potentially supervising para-professional staff, in order to accomplish assigned projects. Employees at this level are expected to exercise independent judgement and initiative; and draw conclusions and formulate recommendations and project consequences of recommendations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Use AutoCAD Civil 3D to prepare complex engineering drawings for Public Works capital and maintenance construction projects involving water, wastewater, streets, storm drains, parks, facilities, and other related projects; prepare maps, plans, descriptions, exhibits, record maps, or survey plats.
- Use Microsoft Office software components to prepare complex engineering specifications and cost/time estimates for Public Works capital and maintenance construction projects involving water, wastewater, streets, storm drains, parks, facilities, and other related projects.
- Administer construction projects, conduct field inspections, and prepare written records to verify and ensure contract compliance.
- Prepare Requests for Proposals / Requests for Qualifications to obtain consultant professional services; assist in the selection of consultants; prepare and administer consultant contracts using City-standard forms and documentation for engineering-related professional services contracts.
- Ensure compliance of project documentation with specific funding agency requirements (City general and utility funds, FHWA/Caltrans funds, Community Development Block Grants, etc.)
- Review development, grading, encroachment permit, and improvement plans and specifications received from developers and consultants to assure plans and specifications are in compliance with applicable City and regulatory standards and codes; prepare Public Works conditions for projects, use permits, and subdivisions.



- Prepare and assist in the preparation of technical and administrative reports and studies for City Council and/or Planning Commission public presentation.
- Function as a team leader for assigned projects. Organize, coordinate, supervise, train and evaluate assigned staff.
- Coordinate departmental activities and interact with other City departments and outside agencies; participate in the selection and hiring of Public Works and Engineering Department employees.
- Provide technical assistance to Public Works department as required.
- Answer inquiries from developers, engineers, realtors, or the general public about Public Works-related items, both in person and over the telephone.
- Participate in Engineering, Public Works, and capital improvement budget preparation and monitoring.
- Perform related duties, as required.

#### **MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:**

- Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's Degree in Civil Engineering from an accredited college, university, or equivalent.
- Two (2) or more years of relevant experience in the field of Civil Engineering, equivalent in working capacity to the general position of Associate Civil Engineer.
- Knowledge of general underground utility maintenance and repair techniques and procedures.
- Knowledge of the general operation of water and wastewater utility systems.
- Knowledge of all appropriate City, State and OSHA standards, policies and regulations and safe work practices related to utility maintenance and repair work in all types of work zones.
- To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PREFERRED QUALIFICATIONS AND EXPERIENCE:**

- Five (5) or more years of relevant experience in the field of Civil Engineering.
- In-depth knowledge of general underground utility, maintenance and repair techniques and procedures.
- In-depth knowledge of the general operation of water and wastewater utility systems.
- Possess the ability to:
  - Interact and communicate effectively with the public, City Council and other City employees, both orally and in writing.
  - With limited supervision, perform complex civil engineering work involving major public works projects from design through construction completion.
  - Make complex engineering computations, with oversight.



- With limited supervision perform technical research and prepare detailed engineering studies and reports.
  - Provide reliable advice on engineering problems.
  - Supervise others in a fair and effective manner.
  - Establish and maintain effective working relationships.
  - Participate in long-range planning for utility systems.
  - Organize and maintain files, documents and records.
  - Monitor and control budgets.
  - Read, understand, and implement construction drawings, specifications, and schematics.
  - Develop, recommend, interpret and explain department policies and procedures.
  - Understand municipal laws and regulations regarding customer's use of utility services of the City.
  - Perform math calculations quickly and accurately.
  - Understand and follow oral and written instructions;
- Possess the knowledge of:
    - Civil Engineering principles and practices as related to water, wastewater, streets, storm drains, parks, facilities, and other related projects.
    - Methods, materials, and techniques used in the construction of public works projects.
    - City engineering policies and procedures.
    - Applicable laws and regulatory codes relevant to design and construction of public works and land development projects.
    - City's RWQCB Municipal Separate Storm Sewer System (MS4) permit and permit compliance requirements (registration as a Qualified SWPPP Developer is desirable).
    - Effective supervisory principles and practices.
    - Personal and jobsite safety principles and procedures.
    - City policies, goals and objectives with respect to public works projects
    - Principles, standards and practices of utility operations.
    - Labor and prevailing wage laws.
    - Caltrans Standard Specifications.

#### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:**

##### **Associate Civil Engineer:**

- Valid California Class A driver's license.
- Registration as a Professional Civil Engineer in the State of California or in another state that has reciprocity and must obtain California registration within one year of employment.

Every individual holding this position must possess and maintain all certificates, licenses and registrations required by law at the current time or in the future.

#### **PHYSICAL DEMANDS:**



- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand and walk. The employee is frequently required to talk or hear. The employee is occasionally required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which approximate 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

- While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or unsanitary conditions. The noise level in the work environment is usually moderate.