



JOB DESCRIPTION

Associate Engineer

Date Prepared: March 2014

Class Code: 7135

SUMMARY: Under general supervision, plans, designs, coordinates, and administers public works projects.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of public works development and planning activities; investigates and researches development sites, develops cost estimates, design plans, write specifications for street, sewer, storm drain, frontage improvements, and other miscellaneous improvements within the City's right-of-way; prepares contracts and bid documents.
- Administers construction contracts; prepares staff reports for City administration and city council; advertises, awards, and manages construction contracts; reviews and approves contract payments and submittals; inspects construction to assess conformance with plans and specifications as needed; coordinates with utility companies and other authorizing agencies to resolve utility conflicts with capital improvement projects.
- Reviews, processes, and approves legal descriptions related to grant deeds, lot mergers, covenants, and lot line adjustments for private site developments; provides comments to developer/applicant to correct non-compliant applications.
- Reviews, conducts, and analyzes traffic studies, travel demand, and traffic operations for City transportation projects; designs and prepares preliminary and final plans for proposed new signals; designs and prepares channelization plans for CIP projects; prepares annual reports for traffic collisions.
- Processes encroachment permits; accepts permit applications and related submittals; reviews, comments, and/or approves permit submittal and recommends permit approval by the Director; answers general encroachment permit questions.
- Responds to a variety of complaints and inquiries from the general public and provides information regarding property descriptions and utility locations.
- Assists in the review of engineering reports and regional improvement project plans to assess and mitigate potential impacts to City infrastructure.
- Conduct field and construction site inspections.
- Researches, develops, and prepares a variety of technical engineering studies and reports; gathers and interprets data, analyzes design alternatives; performs calculations and develops cost estimates.
- Maintains and organizes the City's as-built hard and digital records; updates databases and converts digital records; maintains records of City's underground utilities and past improvements.
- Responds to a variety of complaints and inquiries from the general public.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree in Civil Engineering or closely related subject AND two years of experience in construction management and planning, drafting, or engineering is required.

Knowledge of:

- Budgeting, engineering economics and principles of supervision and management.
- City policies and procedures.
- Civil engineering methods and practices for project planning, designs, technical plans, specifications, estimates, and reports for civil engineering and infrastructure improvement projects.
- Construction techniques and equipment.
- Customer service and public relations methods and practices.
- Methods and practices for the design and construction of streets, sewers, storm drains, water systems and related public works structures.
- Fundamental engineering computations, methods, practices, and techniques used in mapping.
- Fundamental survey methods, practices, and techniques.
- Methods, materials, and techniques used in construction, field surveys, and inspections.
- Principles and practices of record keeping and records management.
- Principles and practices of right-of-way acquisition
- Sources of engineering information, property description preparation and public works specifications.
- State and federal codes and regulations governing civil engineering and public works projects.

Skill in:

- Administering contracts and managing construction projects.
- Collecting and analyzing data and information to draw logical conclusions and make effective recommendations.
- Communicating effectively both verbally and in writing.
- Establishing and maintaining cooperative working relationships with co-workers, contractors, property owners, other City personnel, and the public.
- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Operating a personal computer utilizing standard and specialized software.
- Performing complex engineering computations to check, design, and supervise the preparation of engineering plans and studies.
- Performing complex engineering work without supervision
- Reading, interpreting, and applying field notes to perform drafting assignments.
- Supervising and coordinating the work of engineering personnel and contractors.
- Working effectively with others to develop solutions for problems.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment and in internal and external environments and construction sites throughout the City with possibility of exposure to hazardous materials.