

## CITY OF COVINA

### ASSOCIATE CIVIL ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, designs and checks civil engineering projects consisting of streets, sewers, storm drains, and structures; checks engineering plans, estimates, reports and specifications for a wide variety of civil engineering projects; maintains engineering records and maps; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Associate Civil Engineer** is the journey level class in the professional civil engineering series and is the first licensed engineer level responsible for performing the more complex design, plan review and construction management of civil engineering and Capital Improvement Projects, and for reviewing private development projects for design conformance and accuracy.

Incumbents perform general to complex professional engineering assignments requiring considerable knowledge of various aspects of civil engineering, including land development, planning, design standards and regulations, construction and maintenance. This classification is distinguished from the next higher classification of Supervising Civil Engineer that performs the more complex and difficult assignments, and exercises supervisory responsibilities within the Engineering Division.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Supervising Civil Engineer and/or the Director of Public Works. Exercises indirect supervision over professional, technical and office support staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Responsible for preparation of plans, specifications, and estimates for public works improvements; oversees the research and compilation of engineering, building, land use and construction documents in support of major citywide civil engineering projects.
- Directs and performs investigations and recommends actions concerning traffic problems, building permits, street improvements and subdivision development.
- Advises and assists the public on construction codes and standards, and acquiring required permits; assists with consultants, contractors, builders and the public during the design and construction stages with City requirements; assists developers, contractors, and the general public in plan checking to determine if they meet City requirements.
- Checks engineering design plans for street improvements, sewer and storm drains; checks specifications, estimates and supporting data for accuracy and conformance to policy and standards.

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- Reviews site plans and determines the public improvements required by the City code; issues permits as requested; checks field sites; checks legal descriptions and assists in coordinating work between the contractor and the inspector.
- Draws assessment diagrams and maintains assessment maps and rolls; spreads assessments for the various special districts.
- Confers with engineers, contractors and developers in relation to public works projects and subdivision plans and approves or recommends changes or modifications as necessary; interprets regulations from the subdivision ordinance and subdivision map act.
- Establishes positive working relationships with representatives of community-based organizations, other agencies, City management and staff, and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Associate Civil Engineer**. A typical way of obtaining the required qualifications is to possess the equivalent of a bachelor's of science degree in civil engineering, and two years of professional civil engineering experience.

#### **License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license. Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **Knowledge of:**

Modern principles and practices of Capital Improvement Project construction project

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management; principles, procedures, practices, and standards of municipal engineering; engineering mathematics and sciences; principles and practices of engineering drafting and the sources of engineering information; engineering mechanics and topographic and construction surveying methods and procedures; engineering mathematics and sciences; techniques, methods and equipment used in taking traffic surveys; local government organization and subdivision design and procedures; principles and practices of traffic control, surveying methods and techniques; local government organizations and public relations; applicable federal, state and local laws, codes and regulations; standard office procedures, practices and equipment; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

### **Ability to:**

Apply engineering principles to the solution of specific problems; analyze and evaluate design drawings and specifications; read and utilize field survey notes in the preparation of maps and plans; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; manage the work of outside consultants; manage public work projects budgets; review plans and documents for conformance with regulations; prepare plans and specifications neatly and accurately; administer programs involving federal, state and local grants; promote and enforce safe work practices; research, write, prepare, and maintain accurate records and reports; understand, interpret, and prepare legal descriptions, engineering reports and maps; deal tactfully and effectively with others; write technical reports; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

### **Skill to:**

Operate an office computer and a variety of word processing, design and engineering software applications; safely and effectively operate engineering tools and equipment.