

City of Grass Valley
JOB DESCRIPTION



ASSOCIATE CIVIL ENGINEER (REGISTERED)

Department: Public Works Department

FLSA Status: Exempt

Reports To: Public Works Director/City Engineer

Unit: 1, Full-time Position

GENERAL

Coordinates specific work of the Engineering Department including but not limited to: planning, design, survey and construction of public capital improvement projects and facilities along with engineering assistance for maintenance operations. Perform a wide variety of highly responsible technical and managerial duties.

SUPERVISION RECEIVED AND EXERCISED

Policy and administrative direction is provided by the City Engineer or Assistant City Engineer

Indirect supervision of professional and technical personnel.

ESSENTIAL FUNCTIONS

1. Participates in the development and implementation of goals, objectives, policies, procedures and priorities as set forth by the City Engineer.
2. Plans, assigns, and reviews the work of subordinate engineering and/or technical support personnel engaged in the preparation of designs, specifications, estimates and technical reports related to the construction of projects.
3. Performs difficult and complex professional engineering assignments of design and construction. Resolves a variety of complex engineering problems.
4. Performs field inspections of projects and facilities. Ensures the proper inspection of work in progress and administration of contracts.
5. Attends and participates in various meetings of the City, developers, contractors and regulatory agencies regarding City engineering matters.
6. Assists in the coordination of departmental activities with other City departments, engineers, developers, government agencies and contractors.
7. Maintains and updates maps, drawings and records.
8. Trains and evaluates department personnel.
9. Reviews and evaluates private improvement plans for impact on public projects and facilities; approves and certifies plans as appropriate.
10. Prepares and reviews bid packages. Analyzes bids received and makes recommendations for award of contracts. Administers contracts and change orders.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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11. Reviews and directs the work of consultants and assures conformance with required standards and specifications.
 12. Coordinates environmental review with the Planning Department and other agencies.
 13. Prepares and updates comprehensive City standard construction specifications and details.
 14. Prepares and administers City-wide drainage plans. Reviews and inspects grading and drainage for all public and private projects for consistency with City drainage requirements, including compliance with the National Flood Protection Act.
 15. Assists with the development and maintenance of a Pavement Management System consistent with street and highway funding requirements.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS

Knowledge of:

1. Principles and practices of civil engineering and administration applicable to the planning, designing and constructing of a wide variety of public and private projects.
2. Mathematics, design methods, uses and strengths of construction materials, various standard specifications, effects of soil conditions, and pertinent laws and regulations related to the design and construction of City facilities and public and private projects.
3. Laws, codes, regulations, ordinances, resolutions and policies affecting municipal engineering operations or services.
4. Principles and practices of fiscal control, supervision, personnel administration and management.
5. Civil engineering practices and methods and specialization related to public projects, design, hydraulics, traffic and other municipal engineering areas.

Ability to:

1. Assist in the coordination and evaluation of the engineering services and functions of the City.
2. Supervise, train and evaluate assigned personnel.
3. Properly formulate, interpret, evaluate and make decisions and recommendations in accordance with applicable laws and regulations.

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4. Perform comprehensive engineering reviews in the development of public or private designs, plans, drawings and specifications for traffic, construction, maintenance and alteration projects with minimum supervision.
 5. Make complex engineering calculations and prepare engineering plans and specifications.
 6. Prepare comprehensive and concise technical reports.
 7. Communicate effectively both orally and in writing.
 8. Establish and maintain cooperative work relationships.

QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

PHYSICAL REQUIREMENTS

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces. Must have a clear field of vision and adequate hearing while working around various types of construction equipment. May infrequently be required to climb a ladder.
3. Must be able to sit at a confined work station for extended periods or work at a drafting table for extended periods while performing essential duties.

EXPERIENCE AND EDUCATION

1. Two (2) years of extensive and increasingly responsible experience in various areas of California local government engineering.
2. A Bachelor's Degree from an accredited college or university with a major in civil engineering or related fields.

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Possession of a valid class "C" California Driver's License.
2. A valid certificate of registration as a professional Civil Engineer issued by the California State Board of Registration for Civil Engineers.

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WORKING ENVIRONMENT

While performing the duties of this job the incumbent is regularly exposed to outside elements of wet and/or humid conditions, rain, snow, heat, moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The incumbent is occasionally exposed to risk of electrical shock and vibration, and steady level of loud noise.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

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