

JOB DESCRIPTION

City of Patterson



Human Resources

ASSOCIATE ENGINEER

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under general direction, performs a variety of professional level duties and responsibilities in support of the City's current and advanced engineering functions including research and analysis for design, land development and capital improvements; provides information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding City codes, policies, standards and processes related to engineering, building and capital projects; participates in planning and implementation of projects and performs related work as required or assigned.

The Associate Engineer is the journey level classification in the engineering series. The Associate Engineer is distinguished from the entry-level Assistant Engineer by the performance of the full range of engineering duties; by the increased complexity of work assignments and by the level of independence with which assignments are performed. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Engineer classification.

SUPERVISION RECEIVED AND EXERCISED

The Associate Engineer receives general direction from the Director of Engineering, Building, and Capital Projects/City Engineer.

The Associate Engineer may exercise technical and functional oversight over engineering support staff.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Performs professional and technical engineering work relative to assigned area of responsibility, such as design, land development, and capital improvements.

Manages the design and preparation of plans and specifications for public works projects including pumping stations, streets, storm drains, sewer lines, water lines and related projects; researches project design requirements; performs calculations and prepares estimates of time and material costs.

Prepares estimates and feasibility reports for new or modified services and structures.

Coordinates the preparation of or develops, reviews, and updates the sanitary sewer, water, storm drainage and street system maps, data bases and comprehensive plans.

Manages the engineering library and public works standards.

Answers inquiries from realtors, developers, engineers, and the general public.

Develops revised design and construction standards for public works structures and appurtenances.

Serves as a liaison between the City and the Council of Governments, CalTrans, other governmental agencies and outside organizations concerning capital improvement projects; receives and communicates issues and concerns; and inspects work of outside contractors to assure compliance with established contracts and specifications.

Investigates field problems affecting property owners, contractors, and maintenance operations; resolves problems or refers as appropriate; coordinates or performs field work associated with infrastructure projects.

Performs contract administration and project management activities for assigned projects.

Oversees, coordinates, and reviews the work activities of professional design and engineering consultants; and manages subordinate staff and City projects effectively and within budget.

Prepares bid and contract documents and Council reports.

Prepares conditions for approval for private projects with the City.

Conducts final inspections of subdivision improvements; prepares punch list of items for developer.

Requests and participates in the collection of survey and mapping data.

Reviews plans, maps and other documents for accuracy and compliance with established engineering practices, standards, and specifications; revises plans as appropriate; assures department activities comply with established policies, codes, rules and regulations.

Reviews traffic control plans to ensure compliance with the California Manual on Uniform Traffic Devices (MUTCD) as needed.

Prepares visual presentations and reports; and prepares special engineering studies and reports.

Assists in various environmental compliance tasks and reporting requirements, including reviewing erosion sediment control plans and Storm Water Pollution Prevention Plan (SWPPP) documents.

Coordinates activities with other City departments, divisions and sections and with outside agencies.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of municipal engineering; and incorporates new developments, as appropriate, into programs.

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of engineering as applied to public works, utilities, transportation or land development; methods, materials, techniques, tools, and equipment used in engineering construction and design; practices and procedures of contract administration; proficient in Computer Aided Design and Drafting (Civil 3D experience preferred) principals of algebra, geometry, and trigonometry and their application to engineering; operation, principals, and practices of engineering drafting and computer programs; topographic and construction surveying; strengths, properties, and uses of engineering construction materials; standard office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets and databases; pertinent federal, state, and local codes, laws, and regulations; and

principles of budget preparation and control.

Ability to: Prepare plans and drawings neatly and accurately; prepare engineering design computations and check, design and prepare engineering plans and studies; learn and understand City policies and procedures; administer contracts and coordinate and review the work of outside consultants; learn applicable laws and regulatory codes; prepare quantity and cost estimates; use and care of engineering and drafting instruments and equipment; prepare reports encompassing raw technical data; prepare effective cost estimates and recommendations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities. Normally this would include:

Education: Possession of a BS degree from an accredited college or university with major course work in civil engineering or a related field.

Experience: Three (3) years of increasingly responsible engineering experience equivalent to that of an Assistant Engineer in the City of Patterson.

License or Certificate: Possession of a valid certificate of registration as a Civil Engineer issued by the California State Board of Registration for Civil and Professional Engineers; and

Possession of a valid Class C California Driver's License.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Physical Requirements: 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: While performing the duties of this job, the employee is regularly required to sit at a desk and/or stand for long periods of time; intermittently twist and bend to reach office equipment; use simple grasping.

Environmental Conditions: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job: While performing the duties of this job, the employee regularly works in an office environment.

FLSA Status: Exempt

Revised: August 2022