

CITY OF HERMOSA BEACH
Class Specification

ASSOCIATE ENGINEER

DEFINITION

Under direction of the Public Works Director, performs difficult and complex administrative and professional engineering duties in support of the City's engineering services and activities including planning, designing, and implementing various complex capital improvement projects; to act as a technical and administrative advisor; to supervise projects and other department personnel as assigned; reviews plans, designs, and specifications and recommends changes for compliance; ensures project completion in a timely and cost effective manner; evaluates projects and provide solutions to ensure compliance with applicable criteria, regulations, and codes; and responds to questions and inquiries from the general public, property owners, developers, architects, surveyors, contractors, and City staff.

EXAMPLES OF DUTIES

Performs a variety of difficult and complex professional civil engineering functions involved in the design and preparation of plans, specifications, and cost estimates for public works projects including street, storm drain, sanitary sewers, vehicle maintenance, parks, building, street lighting, traffic signal systems and related projects; assists with implementation of the administers _city-wide Capital Improvement Program and associated projects; researches projects for design requirements; performs project management functions for complex and difficult projects including preparing and monitoring budgets, preparing designs and specifications, reviewing and tracking the progress and work of consultants and contractors, monitoring the project schedule, administering permits, ensuring compliance with specifications, preparing budget, progress and status reports, and recommending modifications as necessary; performs complex calculations and prepares estimates of time and material costs; prepares requests for proposals and evaluates responses; prepares and administers contracts and specifications; performs special engineering studies and prepares reports; investigates field problems affecting, and responds to complaints regarding, maintenance operations, property owners, and contractors; may participate in the administration of special assessment and improvement districts; assists in administration and preparation of operating and capital improvement budgets; prepares and checks legal descriptions for deeds, easements, and rights-of way; may act as survey party chief; prepares a variety of difficult engineering reports, studies, and technical documentation including reports for City Council and Public Works Commission; supervises assigned projects and personnel and may lead the work of other department personnel; represents the City at various meetings and committees regarding the implementation of projects; responds to questions and inquiries from the general public, property owners, developers, architects, surveyors, contractors and City staff regarding engineering and development projects; coordinates assigned activities with other divisions, departments, and outside agencies; attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of engineering.

QUALIFICATIONS GUIDELINES

Knowledge, Skills & Abilities: Knowledge of; operations, services, and activities of a municipal engineering design and construction program; advanced principles and practices of engineering as applied to public works operations and maintenance; utilities or building construction projects and cost estimating; principles and practices of project management and administration; legal implications and code requirements which will affect a project; applicable safety and health regulations and City rules and regulations, policies and procedures; basic methods and techniques of engineering plan review and analysis; modern office procedures,

methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs; NPDES/MS4 Permit related issues; principles and practices of geographic information systems programs; occupational health and safety standards; pertinent federal, state, and local codes, laws, and regulations. Ability to; perform complex professional engineering duties involved in the design, development and construction management of a variety of capital improvement projects; serve as the project manager on complex Capital Improvement Projects; prepare, review, interpret, analyze, and modify engineering plans, drawings, specifications, contract documents, and engineering reports for conformance to professional standards and approved budgets; perform complex engineering computations and make recommendations for the solution of engineering problems; possess excellent organizational skills; prepare and administer grant funds; prepare clear and concise administrative and technical reports; respond to questions and inquiries from a variety of sources regarding engineering and development projects; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience: *Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this required knowledge would be:*

Educational equivalent to ~~graduation from an accredited college or university with a Bachelor's degree~~ from an accredited college or university in civil engineering or closely related field and five years increasingly responsible experience in professional civil engineering work in Public Works or municipal engineering.

Licenses/Certificates: Possession of or ability to obtain an appropriate, -valid ~~Class C~~ California Driver's License with a safe driving record is required and must be maintained as valid during the course of employment. Possession of ~~The ideal candidate shall have a~~ valid California Engineer-in-Training (EIT) Certificate or registration as a California Professional Engineering License.

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PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised: 12-26-18

Approved by the Civil Service Board: 08-21-13 01-16-2019

Approved by the City Council: 09-10-13