



CITY OF HALF MOON BAY

Job Specification

Class Title: Associate Engineer

Status: Exempt

Department: Community Development

Reports To: City Engineer

Employee Group: Represented Management

Adopted by City Council/Resolution Number:

Modified:

DEFINITION

The Associate Engineer is a critical member of the Community Development team responsible for performing a variety of complex engineering work for design, management, and inspection of community development projects and oversight of private development and permitted construction; preparing a variety of engineering documents, drawings and specifications; and performing a variety of professional public works and engineering tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED/EXERCISED

The Associate Engineer reports to the City Engineer. Responsibilities may include direct and indirect supervision of subordinate staff, as assigned.

IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)

- Reviews project development plans for compliance with codes, regulations, standards, and compliance with approved City master plans. Evaluates transportation, traffic and other community development related impacts related to land development.
- Performs a variety of engineering duties in support of capital improvement projects, including making recommendations for conditions of approval. Coordinates and/or undertakes the development of the City Transportation Improvement Program (TIP), Storm Drain Master Plan, the Capital Improvement

Program (CIP), Pavement Management System and other programs involving the municipal infrastructure.

- Performs initial design studies for capital improvement projects; prepares project plans, drawings specifications, cost estimates and project schedules.
- Prepares final design plans and as-built drawings for capital improvement projects using computer-aided drafting and design software.
- Participates in the preparation of requests for proposals and bids; review contract bids and proposals; participates in the review of contractor work activities; ensures contract compliance with contractual obligations.
- Conducts field inspections of capital projects during construction; ensures compliance with applicable codes and regulations; provide resolutions to construction problems.
- Performs a variety of engineering calculations and computations; prepares project cost analyses.
- Inspects public and private construction work for proper grading, concrete quality and placement, forms placement, sub-grades and finish, surfaces for compaction, proper materials and elevation in accordance with City standards.
- Investigates field problems affecting property owners, contractors, and maintenance operations.
- Coordinates public works activities with other City departments, divisions and sections and with outside agencies.
- Reviews and provides plan check comments for private development applications and building, grading, and encroachment permits in accordance with City codes, ordinances, and policies. Provides direction and guidance to applicants at the permit center counter.
- May supervise and train professional and technical subordinates.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of engineering as applied to public works, utilities or building construction projects.
- Methods, materials, and techniques used in the construction of public works and utilities projects.
- Modern developments, current literature and sources of information regarding engineering.
- Applicable laws and regulations relevant to design construction in the areas of assignments.
- Methods and techniques for record keeping and report preparation and writing.

Skill to:

- Effectively coordinate work with other departments, divisions, contractors, utilities and others.
- Accurately interpret highly complex engineering and construction plans and specifications.
- Operate standard office equipment, including a computer and a variety of spreadsheet, word processing and software applications.
- Develop, review and modify civil engineering plans, designs and specifications using applicable computer software programs for computer-aided drafting/design, word processing and spreadsheets.
- Communicate clearly and concisely, orally and in writing.

Ability to:

- Ensure project compliance with appropriate Federal, State and local rules, laws and regulations. Coordinate phases of construction projects and prepare progress reports.
- Learn and apply principles and practices of construction project management for scope, cost and schedule control; coordination of construction project phases and preparation of progress reports.
- Effectively plan, assign, and coordinate a capital work program.
- Maintain a variety of program and project files and records.
- Establish, maintain and foster cooperative working relations with others contacted in the course of work and foster team work within the department.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possess a Bachelor’s Degree from an accredited college or university, with major course work in civil engineering or a related field; and

Experience:

Three (3) years of increasingly responsible civil engineering experience.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to

retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

WORKING CONDITIONS

Working in a standard office environment is required in this position. The incumbent must travel to and from work site.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class "C" Driver's License and registration as a Professional Engineer in the State of California.

