

**TOWN OF ATHERTON
ASSOCIATE CIVIL ENGINEER**

DEFINITION

Under general supervision, performs various professional field and office engineering work related to the management, planning, design, construction, and maintenance of the Town's public works infrastructure, associated with the Capital Improvement Program (CIP), and daily departmental operations; provides project management oversight, coordination and administration; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development and maintenance; administers professional services and construction contracts; provides professional staff assistance to the Director of Public Works, other departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Public Works. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is a full journey-level professional engineering class that performs the full range of professional and technical engineering work in all of the following areas: the Town's CIP, public works infrastructure, and daily departmental operations, in addition to providing project management and administration. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents work independently and exercise a high level of judgment and initiative. This class is distinguished from the Director of Public Works in that the latter has overall responsibility for all public works programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, designs, and inspects all phases of civil engineering public works construction projects, including defining the scope of the project; coordinating with permitting and public utility agencies; performing historical document research and review; surveying and engineering analysis of alternatives; preparing and designing plans, specifications, and cost estimates; performing research, map, and field studies and surveys; applying engineering principles and practices to specific problems; coordinating construction schedules with other projects and agencies; preparing and reviewing cost estimates; and inspecting construction of projects to ensure compliance with construction documents; performs related planning and design work.
- Reviews construction plans prepared by consulting engineers and private contractors to verify compliance with Town infrastructure improvement requirements; checks plans for conformance with regulations; reviews engineering calculations; participates in pre-design, construction, and coordination meetings and issues construction permits.

- Prepares planning referral completeness reviews of proposed private development projects; reviews proposed development for issues related to public works, hydrology, grading, scheduling, traffic control, and erosion; prepares public works conditions of approval for proposed development.
- Provides construction administration, public relations, management, and inspection of public works construction projects, including coordinating work with other Town departments, reviewing and inspecting work to ensure conformance with plans and specifications, tracking and maintaining all project accounting, coordinating schedules, and providing public notices of projects.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public regarding grading, encroachment permits, right-of-way and property line information, utility information, slope stability and drainage issues, improvement plan check, and payment processes.
- Reviews building permits for compliance with conditions of approval; reviews and approves encroachment permits applications and issues grading permits as required.
- Develops consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award; ensures contractor compliance with Town standards and specifications, time and budget estimates; analyzes and resolves complex problems that may arise; recommends and approves field changes as required.
- Monitors and pursues grant opportunities for improvements in public works programs; completes applications and required documentation; develops reports for funding agencies.
- Participates in 5-Year Capital Improvement Program (CIP) planning activities; provides recommendations on scope of work and costs for upgrade and replacement projects.
- Attends meetings, conferences, workshops, and training sessions and reviews publications to become and remain current on principles, practices, and new developments in engineering.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Develops and reviews staff reports related to engineering activities and services; presents information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Oversees maintenance of the Building Department software system; reviews reports and ensures the data accuracy and integrity.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Civil engineering principles, techniques, policies, and procedures.
- Methods, materials, design, construction practices, and techniques used in the construction of public works projects.
- Basic principles, practices, procedures, and standards related to Town public works infrastructure development and maintenance, engineering, and surveying.
- Principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration.
- Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Modern developments, current literature, and sources of information regarding engineering.
- Methods and techniques of effective technical report preparation and presentation.

- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Conduct comprehensive engineering studies and prepare reports with recommendations.
- Assist in and develop and administer contracts for professional services and construction in a public agency setting.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and Town engineering policies and procedures.
- Design engineering projects.
- Read and understand technical drawings and specifications.
- Perform mathematical and engineering computations with precision.
- Make engineering design computations and check, design, and prepare engineering plans and studies.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field and three (3) years of professional engineering design, plan review, and project administration experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

- Possess and maintain a valid certificate or registration as a Professional Engineer in the State of California.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas and to conduct inspections 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 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.