

## **ASSOCIATE CIVIL ENGINEER**

### **Definition**

Under direction supervises and performs complex professional civil engineering work; and does related work as required

### **Supervision Received and Exercised**

General direction is provided by the City Engineer; supervises subordinate professional and technical staff in their duties.

### **Examples of Duties**

Duties may include, but are not limited to, the following: Prepares and supervises preparation of engineering plans, calculations, cost estimates and specifications or the construction of streets, storm drains, sewers, building, park, harbor projects, street lighting and other facilities; assists and directs subordinate staff member on difficult engineering problems; reviews plans, calculations, cost estimates and specifications for City projects prepared by consultants; checks plans, calculations, cost estimates and specifications for accuracy of design and completeness, and makes suggestions for revisions and improvements; coordinates engineering work with other departmental sections and divisions; reviews plans for subdivisions and other private developments; trains, supervises, and evaluates subordinate personnel engaged in drafting and engineering activities; meets with City, State and other officials to resolve problems affecting engineering projects; prepares and compiles engineering and special reports; writes and reviews property and right-of-way descriptions; provides information to the public on department operations for current and proposed projects; may represent department, as assigned, at Board and Commission meetings; attends meetings and conferences.

### **Employment Standards**

### **Experience and Education**

Any combination of education and experience that would be equivalent to the following:

*Experience:* Three years of responsible experience in civil engineering.

*Education:* Equivalent to a Bachelor's Degree from an accredited college or university with major work in civil engineering.

**Knowledge and Abilities**

*Knowledge of:* Municipal public works planning; design and construction principles; civil engineering and hydraulics practices; topographical, cadastral and construction surveying.

*Ability to:* Prepare, review and supervise preparation of plans and specifications, engineering calculations and cost estimates; prepare comprehensive reports; direct and supervise effectively the work of subordinate engineering personnel; experience with computer aided drafting (AutoCAD) desirable

**License or Certificate**

Possession of a valid Certificate of Registration as a Civil Engineer issued by the California State Board of Registration for Civil Engineers. Possession of a valid California Driver's License.