

CITY OF MILPITAS
Effective: June 1985
Revised: January 2007
EEOC: Professional
FLSA: Non-exempt
Unit: Protech
Physical: 6

ASSOCIATE CIVIL ENGINEER

DEFINITION

To supervise and participate in the activities of major civil engineering work such as design, utility improvements, land development, building renovation and improvements, traffic engineering or construction management, utility program management; to perform professional and technical engineering tasks and assignments relative to assigned area of responsibility; and to supervise, train and evaluate assigned technical and/or professional staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional engineering series. Positions in this class possess the applicable educational and training background required for the professional engineering series, including appropriate certificates and licenses in the field, as well as practical work experience.

The Associate Civil Engineer class is distinguished from the Assistant Civil Engineer by the responsibility assumed for supervising and overseeing a major engineering unit within the engineering division. Incumbents typically perform the more complex duties and tasks assigned to positions within the assigned unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management level positions in the engineering division.

Exercises general supervision over professional and/or technical engineering staff, and/or construction inspection staff.

EXAMPLES OF DUTIES - Duties may include but are not limited to the following:

Supervise and participate in the operation of a work unit within the engineering division.

Perform professional and technical engineering tasks relative to assigned area of responsibility.

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EXAMPLES OF DUTIES (CONT'D)

Prepare and supervise the preparation of engineering drawings and specifications for City Capital Improvement Projects.

Administer, evaluate and implement Master Plan for the City's water, sewer, and storm drain, trail pavement and utility financial management plans.

Review development plans for conformance with City design criteria and standards; review proposed mitigation measures and make recommendations relative to their adequacy.

Evaluate and analyze fee structures and make recommendations for updates as appropriate.

Manage public works construction projects from design through completion of construction, Oversee the preparation and/or review plans and specifications for public works projects, such as sewer, water, and storm projects, above ground utility projects, parks improvements, building renovation improvement projects; street improvements, subdivision development.

Research project design requirements; perform engineering calculations, prepare cost estimates based on conceptual, and detailed engineering drawings, and prepare, review and analyze critical path method (CPM) construction schedules.

Develop and maintain project or program schedules and budgets.

Prepare and update water and sewer capacity projections.

Prepare revenue projections; analyze and establish appropriate rates to cover expenses and costs.

Confer with contractors, consulting engineers, developers, construction inspectors, and members of the public relative to assigned area of responsibility.

Prepare work scopes and draft consultant contracts. Administer consultant contracts inclusive of work scope, budget and schedules, as appropriate; review, analyze and comment on work and tasks performed; review billings against work performed and recommend payments.

Represent the City and serve as staff on various boards, commissions and committees relative to assigned area of responsibility.

Serve as Chair of the in-house Utility Coordinating Committee; prepare agenda and follow-up on issues raised and discussed.

Manage ongoing programs, such as: water supply, wastewater treatment, recycled water, urban runoff, solid waste, odor, and flood control.

Provide input and review for proposed Capital Improvement Program.

EXAMPLES OF DUTIES (CONT'D)

Provide support to utility maintenance field staff.

Comply with regulatory requirements and permits.

Supervise, train and evaluate assigned staff. Develop a positive team environment.

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of engineering and its administration.
- Modern methods and techniques including computer programs used in the design, construction, and surveying of a variety of public works engineering projects, including street, sewer, traffic, building renovation, and storm drain projects.
- Hydraulic and structural designs of street and highway drainage structures.
- Applicable laws and regulatory codes relevant to water systems operations, design and construction, land development and Traffic Engineering, as required by the areas of assignment.
- Principles and practices of basic financial accounting.
- Principles and techniques of supervision, leadership, teambuilding and training.

Ability to:

- Make complex engineering computations and to check, design, and supervise the construction of a variety of public works projects, analysis of water and sewer systems.
- Administer contracts.
- Prepare specifications and write technical reports.
- Establish and maintain effective work relationships with City staff, developers, engineers, contractors, outside regulatory agencies, and the general public.
- Coordinate and oversee the work of assigned staff.
- Communicate effectively, orally and in writing.
- Supervise and train professional and technical subordinates.
- Manage Programs.

EXPERIENCE AND EDUCATION

Experience: Three years of increasingly responsible and varied professional civil engineering experience including supervisory experience.

Education: A Bachelor of Science degree from an accredited college or university in civil engineering.

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LICENSE OR CERTIFICATE

Possess and maintain throughout employment an appropriate, valid California Driver's License.

Registration as a professional Civil Engineer, in the State of California.

Ability to obtain other State regulatory certificates or licenses that may be required to perform job function, such as water operator certification for Utility Engineering Section assignments.

SPECIAL REQUIREMENTS

Essential duties requires the following physical abilities and work environment:

Work is performed primarily in an office environment and at construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily. Ability to work safely in a hard-hat construction zone is essential.

Approved by:

City Manager

Date

Human Resources Director

Date