



Associate Civil Engineer

City of Milpitas

Effective: June 1985

Revised: July 2016,
May 2004

EEOC: Professional

FLSA: Non-Exempt

Unit: Protech

Physical: 6

DEFINITION

To supervise and participate in the activities of major civil engineering work such as design, utility improvement, land development, building renovation and improvements, traffic engineering or construction 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 Engineer by the responsibility assumed for supervising and overseeing subordinate professional and para-professional engineers of a major engineering unit within the engineering department. 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 department.

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 department.
- Perform professional and technical engineering tasks relative to assigned area of responsibility.
- Research project design requirements; perform calculations and prepare estimates of time and material costs.
- Establish appropriate fee rates to cover expenses and costs.
- Confer with contractors, consulting engineers, subdividers, construction inspectors, and members of the public relative to assigned area of responsibility.

- Coordinate projects with other City departments, public agencies, and utility companies for orderly planning, scheduling, and construction.
- Represent the City and serve as staff on various boards, commissions and committees relative to assigned area of responsibility.
- Administer contracts with outside consultants as appropriate; review work and tasks performed; recommend and monitor billings.
- Supervise, train and evaluate assigned staff.
- Perform related duties as assigned.

When assigned to Land Development

- Review development project applications for accuracy, suitability, completeness, and compliance with local, state and federal regulations and requirements; provide written comments and project conditions.
- Review environmental document, with proposed mitigation measures and make recommendations relative to their adequacy.
- Review development improvement plans and cost estimates for compliance with City design criteria, standard details and specifications and other applicable requirements.
- Review encroachment permits, subdivision maps, legal descriptions, and street and/or easement dedications; prepare report to the City Council for the approval of subdivision maps, agreements and street/easement vacations.
- Compute appropriate fees; evaluate and analyze fee structures and make recommendations for change as appropriate.

When assigned to Utilities

- Administer the City's water and sewer Master Plan.
- Prepare and update water and sewer capacity projections.
- Evaluate and analyze fee structures and make recommendations for change as appropriate.
- Oversee the City's drinking water program.
- Oversee the City's sanitary sewer program.
- Oversee the City's recycled water program.
- Oversee the City's solid waste program.

When assigned to Design and Construction

- Prepare and supervise the preparation of engineering drawings, specifications, schedules and cost estimates for City Capital Improvement Projects, including sewer, water, storm drain, above ground utility projects, building renovation and street improvement projects, etc.
- Develop and maintain project schedules and budgets.
- Coordinate project development with funding agencies such as Caltrans and VTA and ensures compliance with grant requirements and timelines.
- Manage public works construction projects from design through completion of construction.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of engineering and its administration.

Modern methods and techniques used in the design, construction and surveying of a variety of public works engineering projects, including street, water, 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 the areas of assignment.

Principles and practices of basic financial accounting.

Principles and techniques of supervision and training.

Ability to:

Make complex engineering computations and to check, design, and supervise the constructions of a variety of public works projects.

Administer contracts.

Prepare specifications and write technical reports.

Establish and maintain effective work relationships with City staff, developers, engineers, contractors, and the general public.

Coordinate and oversee the work of assigned staff.

Communicate effectively, orally and in writing, including public oral presentations.

Supervise and train professional and technical subordinates.

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.

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.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

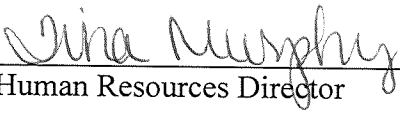
Work is performed primarily in an office environment and at construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily. Ability to work safely in a hard-hat construction zone is essential.

Approved by:



City Manager

8/1/16
Date



Human Resources Director

7/27/2016
Date