

CITY OF OROVILLE

ASSOCIATE CIVIL ENGINEER

DEFINITION

To perform responsible and difficult engineering and project management work in the design, investigation, construction and inspection of public works and facilities; to perform a variety of administrative engineering functions; and to perform related work as required.

SUPERVISION RECEIVED AND EXERCISED

Under general direction of the Senior Civil Engineer/Project Manager.

EXAMPLES OF ESSENTIAL FUNCTIONS

Prepare plans and specifications for the design, construction, and maintenance/operation of a variety of public works facilities and projects, including wastewater utility, solid waste, street, storm drain, storm water management, and traffic/transportation systems; ensure conformance to City standards and practices.

Research project design requirements and perform related calculations; conduct plan checks to ensure contractor and/or in-force compliance with City and various environmental regulatory standards; prepare time and material cost estimates, especially as related to existing or anticipated project budgets.

Delegate routine research, design, and drafting tasks to technical staff; review completed work and identify solutions for solving design, construction, maintenance/operational problems; research publications and industry information sources as needed.

Order survey, mapping, and data collection as appropriate; perform field inspections, including survey work as necessary, to investigate and resolve field problems affecting property owners, contractors and maintenance operations; prepare estimates and feasibility reports for new or modified services and structures.

Review and process private development plans as related to streets, storm drains, traffic/transportation, water/wastewater utilities, solid waste systems, and related public works facilities and systems; ensure that such plans comply with City standards and requirements.

Prepare engineering studies and reports; participate in coordinating public works-related activities with other City departments, divisions, and sections, outside

agencies, citizens, consultants, and developers; provide staff support to a variety of City boards, commissions, and committees as assigned.

May participate in selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Prepare budget related to area of assignment.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Oversee, train, and evaluate the work of technical staff, as assigned.

Perform related duties as assigned.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; spreadsheet and data base and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite, GPS and other electronic distance measuring devices; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operating drafting instruments, computers and various pieces of office and field equipment. While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

DESIRED QUALIFICATIONS

Knowledge of: Principles and practices of engineering as applied to public works or traffic; methods, materials and techniques used in the construction of complex public works projects; modern developments, current literature and sources of

information regarding engineering; policies and procedures similar to those utilized by the City; computers and relevant software. Experience: Two years, full-time of progressively responsible experience comparable to that of assistant or entry level engineer.

EDUCATION

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in civil engineering supplemented by a California Professional Civil Engineering License, or the ability to obtain within 12 months from time of appointment.

ADDITIONAL REQUIREMENT

Possession of, or the ability to obtain a valid California Driver License by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.