

## **CITY OF BRISBANE**

### **ASSOCIATE CIVIL ENGINEER**

#### **Definition**

Under direction of the Senior Civil Engineer, performs professional field and office engineering work related to the planning, design, construction and maintenance of City capital improvement projects and infrastructure; confers with developers, contractors and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides professional assistance to the Public Works Director/City Engineer and others in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

#### **Class Characteristics**

The Associate Civil Engineer is the experienced journey-level in this professional engineering series, with responsibilities spanning transportation engineering and infrastructure improvement. Successful performance of the work requires an extensive professional background, as well as skills in coordinating work with those of other City departments and public agencies. This class is distinguished from Senior Civil Engineer in that the latter has overall management responsibilities for all engineering and capital improvement functions.

#### **Examples of Duties** (Illustrative Only)

- Prepares designs, specifications, plans, estimates and reports for the development and modification of City infrastructure, including streets, curbs, gutters, traffic signals, and various facilities and appurtenances.
- Reviews private development plans submitted by developers, land owners and engineers for adequacy of application and conformance to City standards.
- Coordinates the development of 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.
- Assists in or manages design and construction of public works projects; ensures contractor compliance with contract documents, time and budget estimates; recommends field changes as required.
- Conducts engineering and related studies, evaluates alternatives, makes recommendations and prepares reports.
- Conducts studies and confers with the public regarding traffic and transportation issues; addresses traffic control and signage problems.
- Prepares grant proposals for transportation, traffic improvement and related projects.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Participates in City long- and short-range capital improvement and preventive maintenance activities.
- Directs the work of support staff on a project or day-to-day basis; trains staff in work procedures.

- Acts as the City's liaison with a variety of committees, commissions, construction and design engineers and developers, and represents the City and the department in meetings with other public, regulatory and private organizations
- Prepares a variety of written correspondence, reports, grant applications, master plans, procedures, ordinances and other written materials.
- Maintains accurate records and files.
- Monitors changes in laws, regulations and technology that may affect office operations; recommends policy and procedural changes as required.

### **Qualifications**

#### **Knowledge of:**

- Principles and practices of civil and transportation engineering in a municipal setting.
- Principles, practices, procedures and standards related to City public works and infrastructure development and maintenance.
- Principles of capital improvement cost estimation and contract administration.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Applicable laws, codes and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations and with property owners, developers, contractors and the public.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Basic supervisory principles and practices.

#### **Skill in:**

- Developing and reviewing plans for municipal public work projects.
- Developing and administering contracts for professional services and construction in a public agency setting.
- Conducting complex research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Directing and reviewing the work of support staff on a project or day-to-day basis.
- Training staff in work procedures.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.

- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from a four year college or university with major course work in civil engineering or a field related to the work and four years of professional engineering design, plan review and project administration experience, preferably in a public agency setting. Possession of an advanced degree is desirable.

**License:**

Must possess a valid California Class C driver's license and have a satisfactory driving record. Must possess registration as a Professional Engineer in the State of California.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect City development and construction sites, to operate a motor vehicle and to visit various City 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.

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Former Titles:

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