



**Range:** SG-19  
**FLSA:** Exempt  
**Date:** November 9, 2020

## **ASSOCIATE ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Performs a variety of technical and professional work within the context of the programs and activities of the department; provides highly responsible and complex administrative support to the department or as determined and directed by the City Engineer.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the City Engineer.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS:** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Assume project management responsibility for construction and inspection services and activities of the Engineering Division; review and approve development plans for residential and commercial grading, drainage, sewer, parks, roadway and other capital improvements, drainage and traffic reports, and engineering calculations.
2. Prepare and develop construction specifications and bid documents for public bidding of projects; receive and analyze bid results; make award recommendations to the City Council; prepare a variety of reports and other correspondence.
3. Review subdivision master plans, preliminary site plans, and final site development plans for compliance with applicable City codes and regulations; assess the impacts of proposed developments and make mitigation recommendations and site development revisions as necessary; review hydrologic and hydraulic analyses and recommend improvements necessary to comply with adopted standards.
4. Review plans of consulting engineers and private contractors; make technical engineering decisions and establish technical criteria and standards.
5. Evaluate existing hazardous conditions and prioritize corrective design work; plan, prepare, and design a variety of engineering projects such as sewer, drainage, parks, roadway and other capital improvements.
6. Develop plans, specifications, and other contract documents; manage assigned projects ensuring conformance with contract provisions.
7. Participate in the selection, training, motivation and evaluation of engineering personnel; provide or coordinate staff training; work with employees to correct deficiencies.

8. Participate in the development and implementation of goals, objectives, policies and procedures related to the Engineering Division; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.
9. Provide staff assistance to department engineers, of higher classification; prepare and present staff reports and other correspondence as appropriate and necessary.
10. Represent the concerns of the Engineering Division in meetings with other City departments, divisions and outside agencies; contribute to the resolution of difficult and controversial issues; represent the City at a variety of meetings and committees.
11. Represent the City at a variety of boards and commissions; prepare a variety of reports and other correspondence.
12. Attend and participate in professional group meetings; stay informed of new trends and innovations in the field of engineering.
13. Answer questions and provide information and assistance to City staff and the general public regarding engineering issues; respond to difficult and sensitive citizen inquiries and complaints; investigate field problems and determine solutions.
14. Ability to work in organized team efforts and assist in problem-solving work-related issues for continuous improvement.
15. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Civil engineering theory and construction practices and their application to a wide variety of civil engineering programs and projects.
- Principles and practices of project management.
- Operational characteristics, services and activities of an engineering program.
- Principles and practices of construction law, contract law, and municipal law.
- Principles and practices of project management.
- Office procedures, methods and computer equipment.
- Pertinent federal, state and local laws; codes and regulations.

### **Ability to:**

- Encourage and facilitate environment for building team efforts and problem solving of work-related issues by employees.
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement.
- Recommend and implement goals, objectives and practices for providing effective and efficient engineering services.
- Analyze problems, identify alternative solutions and project consequences of proposed actions and implement recommendations in support of goals.
- Prepare engineering computations and design, prepare and review engineering plans and specifications.
- Analyze project schedules.
- Assist with the preparation and administration of complex budgets.
- Manage the design and construction of a variety of projects including wastewater, storm water parks, roadway and other capital improvements.
- Prepare clear and concise administrative and technical reports.
- Interpret and apply federal, state and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of

work.

- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

### **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Four years of increasingly responsible experience in civil engineering project management.

#### **Training:**

Bachelor's degree from an accredited college or university, with major course work in civil engineering, or a related field.

#### **License or Certificate**

Possession of, or ability to obtain, an appropriate valid Arizona state driver's license within two months of hire.

A Professional Civil Engineer registration is highly desirable but not required. An EIT is also highly desirable but may not be required with adequate project management experience

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office and field environment; travel from site to site.

#### **Physical Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; lifting up to 25 pounds; operating assigned vehicle or equipment; general manual dexterity.