



City of San Bruno

CLASS SPECIFICATION

CLASS TITLE

ASSOCIATE CIVIL ENGINEER

DEFINITION

To perform complex engineering work in the provision of office and engineering support and field engineering support for environmental, water, sewer, street, and other Public Works projects and programs ensuring technical competence and compliance with all current codes and criteria as required; to serve as a Project Manager.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of professional engineering duties. Employees at this level receive only occasional instruction or assistance from the Senior, Principal or City Engineer as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Engineer in that the latter performs supervisory duties and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor or manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Review private project development plans for compliance with codes, regulations, standards, and compliance with approved City master plans.
- Evaluate transportation, traffic and other public works related impacts related to private projects.
- Make recommendations for conditions of approval.
- Provides technical engineering information to other City staff, agencies, engineers, consultants, contractors and the public.
- Serve as technical lead for design efforts, projects, and engineering review.
- Serve as engineer of record for designs.
- Coordinate and/or undertake the development of the City Transportation Improvement Program (T.I.P.), Comprehensive Plan, Comprehensive Water Plan, the Capital Improvement Program (C.I.P.), Pavement Management System and other programs involving the municipal infrastructure.
- Determine and apply applicable codes, regulations, and requirements for assigned projects.
- Develop project scope and selection criteria and manage consultant selection process if one is utilized.
- Coordinate the preparation of, or develops, engineering plans, specifications, and estimates for complex public works projects. Coordinate required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors

and consultants, and the selection criteria. Provide project management for the construction of the municipal public works projects. Inspect and oversee assigned projects to ensure contractor compliance with contract documents, schedules, and budget parameters for the project. Assure accurate as-built records of projects, and coordinates warranty and training issues for a smooth transition to the operation and maintenance programs.

- Coordinates the preparation of, or develops, reviews and updates the sanitary sewer, water, storm drainage, and street system maps, databases and comprehensive plans.
- Manage the engineering library and infrastructure records.
- Maintain and update city subdivision and public works standards.
- Respond to public or other inquiries relative to engineering policies and procedures on specific projects and other information. Evaluate issues and options regarding municipal public works and makes recommendations.
- Issue and administer utility permits, street use permits, franchise utility permits, etc.
- Maintain regular contact with consulting engineers, construction project engineers, city, County, State and Federal agencies, professional and technical groups ante the general public regarding division activities and services.
- Prepare and administers grant applications.
- Prepare traffic, utility and other studies and reports.
- Write memoranda, prepares reports, and make presentations to Planning Commission, Traffic Safety & Parking Committee, City Council and other bodies as necessary.
- Perform and assist in survey work.
- Provide engineering support for other city departments.
- Coordinate sidewalk inspection, maintenance and enforcement.
- Monitor inter-governmental actions affecting public works.
- Assist in the training of other city personnel in public works design and construction techniques.
- May serve on and/or provide technical and support staff assistance to various City commissions and task forces.
- May serve on various employee related committees.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Civil engineering principles, practices and methods as applicable to a municipal setting [public works, utilities, transportation and land development]; applicable policies, laws, and regulations affecting Engineering Section activities.
- Applicable laws and regulatory codes relevant to assigned areas of responsibility.
- Methods, materials, tools and equipment used in engineering construction; arriving at cost estimates on complex projects.
- Principles of algebra, geometry and trigonometry and their application to engineering duties.
- Methods, materials, and techniques used in the construction of public works and utilities projects.
- Modern standards of alignment, grade, and compaction
- Topographic and construction surveying.
- Strengths, properties and uses of engineering construction materials.
- Public Sector financing and budgeting principles and practices.
- Design, construction, and maintenance requirements, techniques, practices, and principles of public works facilities including buildings, streets, drainage systems, water, sewers, and sewage treatment plants.

- Laws, codes, and ordinances related to engineering and public works, such as but not limited to California Streets and Highways Code, MUTCD, Public Works Contract Code, Building Codes and other related codes and regulations.
- Laws, codes, and ordinances related to the assigned area.
- California Subdivision Map Act.
- Modern developments, current literature, and sources of information on engineering laws and regulations.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations

Ability to:

- Prepare plans and drawings neatly and accurately.
- Prepare engineering design computations and check, design, and prepare engineering plans and studies.
- Learn and understand City engineering policies and procedures.
- Learn applicable laws and regulatory codes applicable to areas of assigned responsibility.
- Inspect construction projects and supervise survey parties.
- Perform as Engineer-in-Charge.
- Provide lead and technical direction.
- Use and care of engineering and drafting instruments and equipment.
- Prepare reports encompassing raw technical data; prepare effective cost estimates and recommendations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Procure, manage, and administer contracts and coordinate and review the work of outside consultants.
- Design common engineering structures and facilities.
- Use drafting and surveying instruments to prepare maps, plans, cross-sections, and profiles.
- Prepare quantity and cost estimates.
- Use various applications related to office productivity, plan review, project management, GIS, asset management, City permitting, work order, citizen complaint, and data application.
- Interpret and accurately apply applicable Federal, State, and Local policies, procedures, codes, laws, ordinances, and regulations.
- Conduct technical engineering research, draw logical conclusions, and make recommendations.
- Analyze, interpret, and apply information, choose among alternative courses of action, and arrive at a recommendation.
- Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with the job functions.
- Represent the city and the department effectively in contacts with representatives of other agencies, City departments, and the public
- Establish and maintain cooperative relationships with those contacted in the course of work, such as with employees, contractors, consultants, elected, and appointed officials, and the public.
- Operate engineering tools and equipment.
- Stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell.
- Use hands to finger, handle, feel or operate objects, tools, and controls, reach with hands and arms.
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Use hand-eye coordination to operate drafting instruments, computers and various pieces of office equipment.
- Lift and/or move up to 25 pounds.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.

- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

EDUCATION AND EXPERIENCE

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in civil engineering or another field of study applicable to the responsibilities and requirements of this job class. Possession of a master's degree in public or business administration is desirable.

Three (3) years of progressively responsible professional civil engineering. Municipal experience or related consultant work is preferred.

SPECIAL REQUIREMENTS

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession at the time of hire and continued maintenance of a valid registration as a Professional Engineer in the State of California or possess Professional Engineer registration in another state with ability to obtain California registration within six (6) months.

WORK ENVIRONMENT

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. Use of safety equipment, such as safety vests, safety eyewear and hard hats, as required.

Category:	Journey Professional
FLSA Classification:	Exempt
Effective Date:	June 29, 2022
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