JOB DESCRIPTION

Associate Civil Engineer

Date Prepared: July, 2018

SUMMARY: Under limited supervision, prepares, designs and reviews plans and specifications for public works projects, including streets, sewers, water facilities, and airport infrastructure improvements.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- May perform task planning, scheduling, and prioritizing, including project administration, and project management for capital improvement program projects.
- May perform various design work, including research, engineering, calculations, plan review and automated design, and drafting.
- May review and prepare contract documents.
- Review and approve the payment of invoices and pay estimates.
- Participates in budget planning and estimates.
- Respond to questions and inquiries from various individuals, groups, organizations or companies regarding a wide range of engineering topics and issues.
- May provide direction to contractors or other external parties under contract with the City.
- Supervise subordinate staff, set work priorities, create work schedules, provide training, conduct performance evaluations, and reward and/or disciplines employees.
- Manage staff by planning, organizing, directing, controlling and evaluating the work and activities of subordinates and consultants.
- Provide staff with tactical and strategic directions; provide coordination of activities between divisions and departments.
- Obtain status of projects and make decisions regarding challenges.
- Attend various internal and external meetings regarding engineering topics or issues.
- May meet with developers and City staff from Engineering, Planning, Building, and Fire to review proposed private development projects.
- May oversee and review preliminary drainage studies, traffic studies, water and sewer feasibility studies.
- May write Conditions of Approval for Planning Commission review of site plans, parcel maps, tract maps and other development approvals.
- Coordinate activities with other City departments or external agencies.
- May oversee and perform map and infrastructure improvement plan review, including but not limited to tentative and final maps.
- Ensure all security for all public improvements are in place.
- May oversee and perform plan checks of storm water pollution prevention plans and final drainage studies.

- May manage and coordinate construction and utility permits.
- May assist in resolving problems regarding field issues during construction of infrastructure for private development projects.
- May attend Planning Commission meetings.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:
Bachelor's Degree in Civil Engineering or a closely related field from an accredited college or university; AND five years professional municipal engineering experience INCLUDING one year of supervisory or two years of project management experience.

Knowledge of:
- City policies and procedures.
- City codes.
- Principles and practices of effective employee supervision.
- Principles and practices of administrative management.
- Principles and practices of contract administration.
- Principles and practices of civil engineering design regarding streets, sewers, water, and airport infrastructure.
- Automated engineering design practices and methods.
- Principles and practices of a municipal infrastructure.
- Pertinent state and federal laws.
- Principles and practices of public finance.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Skill in:
- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Conducting plan reviews.
- Managing staff; delegating tasks and authority; and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, consultants, contractors, suppliers, external public and private agencies and the general public.
- Applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:
- Must possess a valid California Class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Registration as a Professional Civil Engineer issued by the California Board of Professional Engineers and Land Surveyors.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting heavy objects. Must be able to lift up to 50 pounds. Some exposure to hazardous chemicals. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

_____   _____
Department Head   Date

_____   _____
Personnel Officer   Date