



CITY OF CHINO

Associate Engineer

Assigned to the Development Services Department

Definition:

Under limited supervision, performs a variety of professional civil engineering work associated with the management of land development projects, including preparing and/or reviewing various engineering plans, technical studies, and other relevant documents; and does related work as assigned.

Class Characteristics:

Associate Engineers perform mid-level engineering assignments and are responsible for independent engineering analysis and recommendations.

Essential Functions:

- Review and approve proposed residential, commercial, and industrial developments by checking site plans, technical studies, tentative/final subdivision maps for compliance with appropriate regulations; prepare conditions of approval for the Planning Commission.
- Represent the Engineering Division at Development Review Committee meetings and site reviews.
- Meet with developers to define project objectives and prescribe standards; review projects and make recommendations.
- Oversee assigned projects from inception to completion.
- Resolve issues/concerns as they arise to expedite project approvals.
- Verify that assigned projects meet applicable codes, policies, and standards.
- Attend City Council and Planning Commission meetings as needed.
- Prepare City Council staff reports for management review and implement decisions made by City Council.
- May be required to supervise the work of inspection personnel or sub-professional engineering staff.
- Assign, review, and evaluate the work of assigned staff; resolve issues/concerns as they arise both in the office and out in the field.
- Interact with co-workers at all levels in the organization and the general public in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Associate Engineer/Associate Civil Engineer

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

Knowledge of:

- Engineering principles and practices as applied to public works, including planning and development, design, and construction.
- Methods and techniques utilized in the preparation of public works project designs and related plans, specifications, and cost estimates.
- Related federal and state laws, ordinances, and regulations.
- Methods and techniques of supervision.
- Office management.
- AutoCAD experience is desirable.
- Accela

Ability to:

- Perform professional engineering work in area of assignment.
- Prepare engineering plans for area of assignment.
- Conduct inspections of public works projects.
- Prepare public works project designs and related plans, specifications, cost estimates, and technical reports.
- Maintain accurate records.
- Check site plans and subdivision maps.
- Supervise and evaluate employees.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Analyze data and information and draw logical conclusions.
- Understand and follow verbal and written directions.
- Work independently.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Interpret and apply rules, regulations, legislation, and policies.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.

Education:

- Bachelor's degree in civil engineering or a related field (required).

Experience:

- Five years of increasingly responsible professional experience in the field of civil engineering.

Associate Engineer/Associate Civil Engineer

Licenses/Certifications:

- Possess a California Professional Civil Engineer's license (desirable).

Training/Safety Requirements:

- Job specific training will be provided according to class specification during work hours.

Special Requirements:

- Possess a valid California Driver's License and a satisfactory driving record.
- Be available to work a 9/80 schedule: Monday through Thursday, 7:30 a.m. – 5:30 p.m. and every other Friday, 7:30 a.m. – 4:30 p.m. Attendance at evening meetings may be required.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I – Light Physical Effort: Positions in this category require normal physical abilities associated with the ability to read, write, and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

Characteristics: Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing, computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

Physical Requirements

- Moderate Lifting: Lifting 50 lbs. maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 25 lbs.
- Climbing: Ascending or descending ladders, ramps, scaffolding, poles, and the like; using feet and legs, and/or hands and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day)
- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Sitting: Ability to sit with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.

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- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Work Environment - Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment - Moving Objects: Ability to work around moving objects, machinery, or vehicles.
- Work Environment - Surfaces: Ability to walk on slippery or uneven surfaces.

Details:

Department/Division: Development Services/Land Development
Reports To: Civil Engineering Manager

Possible Career Advancement Opportunities:

From: Associate Engineer
To: Civil Engineering Manager

Employee Unit:

Unrepresented Management

Created: 03/31/21

Replacing Associate Engineer/Associate Civil Engineer classification specification dated 02/05/18.