



# CITY OF CHINO

## Associate Engineer/ Associate Civil Engineer

### **Definition:**

Under limited supervision, performs a variety of professional civil engineering work associated with the construction of public works, traffic, and 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/Associate Civil Engineers perform mid-level engineering assignments and are responsible for independent engineering analysis and recommendations.

### **Essential Functions:**

#### All Assignments

- 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.

#### Capital Improvement Projects

- Perform contract administration of public works projects, including the technical review and approval of project plans, designs, and construction; evaluate public works project proposals and recommend award of contract.
- Perform inspections of construction projects; make field inspections of existing structures to determine adequacy; meet with contractors to resolve items of non-compliance; review plans of consulting architectural/engineering firms performing work for the City and evaluate their performance; perform/approve construction contract design modifications and negotiate contract change orders.

## Associate Engineer/Associate Civil Engineer

- Investigate complaints, conduct technical studies, and prepare reports and recommendations related to civil engineering projects, such as capital improvement projects, land development, and other specialized studies.
- Gather technical data required for planning of a wide variety of civil engineering projects; prepare environmental review checklist and negative declarations for capital improvement projects; provide technical expertise to a variety of agencies and the public; may draft ordinances according to general instruction.
- Review and approve proposed residential, commercial, and industrial developments by checking site plans and tentative and final subdivision maps for compliance with appropriate regulations; prepare conditions of approval for land development projects and for the Planning Commission; represent the Engineering Division at Development Review Committee meetings and site reviews.

### Land Development

- 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.

### Transportation

- Develop and implement adopted policies relating to transportation and traffic; develop plans, specifications, and instructions for the installation, operation, and maintenance of traffic signals; provide technical information regarding traffic and transportation related issues to commissions, outside agencies and staff from other divisions/departments.
- Perform construction contract administration on traffic related projects, such as, traffic signals, bikeways, signing and striping.

### **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. The incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

### All Assignments

#### **Education:**

- High School Diploma or G.E.D. (required).
- Bachelor's degree in civil engineering or a related field (required).

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### Experience:

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

### Thorough 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.

### Working knowledge of:

- Methods and techniques of supervision.
- Office management.
- AutoCAD experience is desirable.

### 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.

### Transportation

### Considerable knowledge of:

- Principles and practices of traffic and transportation engineering, including highway capacity analysis.
- Traffic data and analysis.

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- Traffic signal design, operations, and maintenance.
- Street lighting design and maintenance.
- Federal and state highway design standards.
- State traffic laws and construction zone safety.

### All Assignments

#### **Special Requirements:**

- Possess a California Driver License and a satisfactory driving record.
- Possess a California Professional Civil Engineer's license (highly desirable). **For Associate Civil Engineer: California Professional Civil Engineer's license is required.**
- Be available to work a 9/80 schedule: Monday to 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; 3, 4, 5, 6, 7, 8, 12, 18, 19, 20.

Link to description [here](#)

#### **Employee Unit:**

Unrepresented Management

Revised: 02/05/18

Replacing Associate Engineer/Associate Civil Engineer classification specification dated 04/24/17.