

ASSISTANT / ASSOCIATE CIVIL ENGINEER

DEFINITION

Under direction of Assistant Public Works Director, manage, direct and coordinate the activities of the Engineering Division including subdivision and cooperative projects; to coordinate engineering activities with other divisions of the Public Works Department and other departments; and to provide highly complex staff assistance to the Assistant Public Works Director.

DISTINGUISHING CHARACTERISTICS

Associate Engineer is the journey-level classification in the professional engineering classification series. Incumbents are expected to be able to perform many of the complex tasks typically performed by licensed civil engineers. The level of project responsibility and direct supervision exercised over the engineering division distinguishes this class from the lower classifications of Engineering Technicians.

Associate Civil Engineer is the advanced journey-level classification in the professional engineering classification series. Incumbents are expected to be able to perform all of the complex tasks typically performed by licensed civil engineers. This classification is distinguished from the Assistant Director of Public Works by the level of supervision received and the level of independence exercised. The level of project responsibility, direct supervision exercised over the engineering division and possession of a valid California Registration as a Professional Civil Engineer distinguishes this class from the lower classifications of Engineering Technicians and Assistant Engineer.

SUPERVISION RECEIVED AND EXERCISED

Assistant Engineer receives general supervision from higher level professional engineering staff and exercises functional and technical supervision over lower level engineering staff and technical supervision over lower level staff within the Public Works Department.

Associate Civil Engineer receives general supervision from higher level professional engineering staff. The Associate Civil Engineer is a management position and as such exercises functional and technical supervision over lower level staff within the Public Works Department.

EXAMPLES OF DUTIES - Duties may include, but are not limited, to the following:

Prepares plans and specifications for the construction, alteration and maintenance of a wide variety of civil engineering facilities including roads, drainage, and bridges;

Design road improvements and prepares plans, profiles, cross sections and other details and quantity estimates;

Design plans for conformance with regulations regarding size, elevation and location of structures; verifies calculations;

Acts as resident engineer on complex construction projects;

Inspects major construction projects in progress to assure compliance with plans and specifications;

Reviews plans prepare by private consultants to ensure their compliance with engineering principles and County requirements;

Reviews records of surveys, parcel and subdivision maps and use permits and other land use documents for approval of conditions;

Compiles project records, prepares progress reports, expenditure reports, contract change orders, progress pay estimates and final project reports;

Performs responsible technical research and develops County standard plans and specifications;

May supervise lower level engineering staff and represent the Department at various meetings.

QUALIFICATIONS

Assistant Engineer

Knowledge of:

Principles, practices and methods of civil engineering as applied to the planning, designing and construction of complex roads, bridges, drainage and structures;

Modern standards of alignment and grade of roads;

Design principles, the strength of materials and the stress analysis required in planning and designing roads and bridges;

Hydraulics and structural design of roads, bridges, drainage or other public works projects.

Ability to:

Design complex engineering plans and prepare specifications for roads, bridges, drainage and other public works facilities;

Conduct technical engineering project planning, make detailed analyses and prepare reports;

Review engineering plans and specifications for public works facilities prepared by others;

Inspect major construction projects for adherence to contracts and specifications.

Associate Civil Engineer (In addition to the qualifications for Assistant Engineer):

Knowledge of:

Conformance and Regulations regarding line and grade.

Ability to:

Design plans for conformance with regulations regarding line and grade.

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:

Assistant Engineer

Experience:

Three years of recent engineering experience including at least two years at a level comparable to the Engineering Technician IV.

Training:

Bachelors of Science Degree in Civil Engineering or related technical field.

License or Certificate

Possession of an appropriate California driver's license.

Associate Civil Engineer

Experience:

Three years of recent engineering experience including at least two years at a level comparable to the Assistant Engineer.

Training:

Bachelors of Science Degree in Civil Engineering or related technical field.

License or Certificate

Possession of valid California Registration as a Professional Civil Engineer and or obtain licensure in California by reciprocity within one-year from the date of hire. Failure to obtain licensure in California within the one-year period will result in the demotion to Assistant Engineer status.

	Asst. Engineer	Assoc. Civil Eng.
Classification Code:	3766001	3776001
Bargaining Unit:	10	10
FLSA Status:	N	N
Workers' Compensation Code:	9410	9410
Pay Table:	CNTY	CNTY
Pay Range	Refer to current "Class Range Sort List"	