



CITY OF CALEXICO

CLASS TITLE: ASSOCIATE CIVIL ENGINEER

SALARY: \$8,853 - \$10,761

RANGE: G-60

BASIC FUNCTION:

Under the direction of the City Manager, perform a variety of professional engineering duties in the review, analysis and approval of improvement plans to assure compliance with established codes and City engineering and public works standards; oversee and participate in off-site and on-site inspections to assure improvement and land development projects comply with established plans, specifications and requirements.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of professional engineering duties in the review and analysis of improvement plans to assure private and public projects are designed in conformance with established codes and City engineering and public works standards; assist in assuring related projects and activities comply with established requirements, laws, ordinances, regulations, policies and procedures.

Determine appropriate response to plans; recommend approval or denial of plans as appropriate; review and evaluate engineering plans, permits, maps, specifications, proposals and projects for compliance with standard engineering practices and established City laws, codes, ordinances and regulations; research City policies regarding engineering design and construction as necessary.

Oversee and participate in site inspections of off-site improvements built by developers to assure construction activities conform with established plans, specifications, requirements and City public works standards; perform on-site inspections of various land development projects to assure compliance with safety regulations, ordinances, specifications, plans and standards.

Provide consultation to City personnel, developers, outside agencies and the public concerning plans, construction projects and related matters; respond to inquiries and provide detailed and technical information concerning related specifications, standards, requirements, issues, codes, laws, codes, ordinances, regulations, policies and procedures.

Provide assistance to the City Engineer for a variety of planning, engineering and inspection projects as needed; review and provide recommendations concerning legal codes, regulations and policies; provide project management services for the City and RDA.

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Review and provide approval for encroachment permits and traffic control plans; inspect and assure proper traffic control settings for construction activities within the City's Right-of-Way; plan check tentative tract plans and assist in the preparation of conditions for approval; prepare preliminary comments of City requirements for new construction projects; review and oversee work prepared by consultants for designated projects.

Prepare and develop the City Disadvantage Business Enterprise (DBE) program and related annual updates; review City project specifications to assure compliance with DBE program specifications; coordinate with the Department of Transportation for updates and program approval; advise project managers with DOT funding concerning DBE program requirements.

Prepare and review cost estimates for City projects; conduct the bidding process for designated City projects as assigned; prepare related documents and specifications; calculate and prepare estimates for residential and non-residential projects including Fair share costs, impact fees, plan check deposits and inspection deposits; develop and maintain fee collection processes and procedures.

Oversee and participate in the preparation and maintenance of a variety of records, reports and files related to plans, projects, inspections, status, expenditures, contractors, developer fees and assigned activities; oversee the filing of improvement plans, reports and documents in the Department.

Train and provide work direction and guidance to designated personnel; assign employee duties and review work for accuracy, completeness and compliance with established standards and requirements.

Communicate with City personnel, administrators, contractors, developers, staff, various outside agencies and the public to exchange information and coordinate activities; respond to questions and complaints from the public related to assigned engineering functions.

Operate a variety of office equipment including a computer and assigned software; utilize a plotter and other surveying instruments; drive a vehicle to conduct work.

Review geo-technical reports and soils tests for compliance with established plans and specifications.

Assist in evaluating the need for public works improvements; research infrastructure plans for public works and City buildings as needed.

Attend and participate in a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices and procedures of civil engineering.

Municipal public works including planning and development, design, construction and operation.

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Standard plans and specifications.

Principles, practices and techniques involved in the preparation of specifications, estimates and recommendations related to municipal public works facilities.

Engineering mathematics including geometry, trigonometry and design principles.

Drafting and mapping techniques, instruments and equipment.

Research methods and report preparation techniques.

Applicable City, State and federal law, codes, ordinances, regulations, policies and procedures

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of standard office equipment including a computer and engineering software.

Record-keeping techniques.

ABILITY TO:

Perform a variety of professional engineering duties in the review, analysis and approval of improvement plans to assure compliance with established codes and City engineering and public works standards.

Oversee and participate in off-site and on-site inspections to assure improvement and land development projects comply with established plans, specification and requirements.

Determine appropriate response to plans and recommend approval or denial of plans as appropriate.

Perform difficult and complex engineering mathematical computations.

Design civil engineering projects.

Provide consultation to concerning plans, construction projects and related specifications, standards and requirements.

Interpret, apply and explain laws, codes, ordinances, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Prepare and review cost estimates for City projects.

Operate a computer and assigned software.

Work independently with little direction.

Operate standard office equipment including a computer and engineering software.

Meet schedules and time lines.

Plan and organize work.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in civil engineering and two years of professional engineering work involving project management, design, construction, maintenance or oversight.

LICENSES AND OTHER REQUIREMENTS:

License as a Professional Engineer in Civil Engineering issued by the State of California.

Valid California driver's license.

WORKING CONDITIONS:

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ENVIRONMENT:

Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Walking during field visits and construction site inspections.
Bending at the waist, kneeling or crouching.
Climbing ladders to conduct inspections.

HAZARDS:

Working on ladders at heights.
Working around and with machinery having moving parts.