



Town of Danville

ASSOCIATE CIVIL ENGINEER

DEFINITION

The Associate Civil Engineer performs a wide variety of professional civil engineering work in planning, estimating, designing, and developing plans and specifications for public works projects. This position also provides support to the Planning and Building Divisions by reviewing the engineering aspects of proposed subdivisions and private developments. Assignments may also include construction oversight, contract initiation and management with consultants and contractors, operation of the Town's pavement management system using specialized computer software, preparing reports to Town Council and various Town Commissions, implementing the Town's NPDES permit, and other similar functions related to public infrastructure and private development. The incumbent must possess strong communication skills necessary to effectively interact with public and private development proponents, citizens, and affected local and State agencies in order to complete projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Senior Civil Engineer.

May exercise functional or technical supervision over professional and technical staff.

ESSENTIAL JOB DUTIES

Under the supervision of the Senior Civil Engineer, the incumbent will:

- Plan, estimate, and design public works projects from the Town's Capital Improvement Program, including soliciting proposals from consultants, preparing bid documents, seeking approvals from Town Council, commissions, and outside agencies, providing support and oversight to colleagues during construction, and resolving issues that may arise during implementation to assure project success.
- Participate in the review of private subdivision and development proposals, including the engineering review of reports, estimates, plans, and maps, preparation of Conditions or Approval, and the issuance of required Grading and/or Encroachment Permits.
- Respond to routine citizen inquiries and complaints relating to the Town's infrastructure, including research using archival information from the Town's files, seeking input from other departments as necessary, and communicating issues to appropriate supervisory or management staff for feedback or direction.
- Operate that Town's Pavement Management System including the regular update of pavement condition data, development of treatment scenarios,

recommendation of annual surface treatments, and preparation of plans estimates, and specifications for pavement resurfacing projects.

- Interpret regulations, standards, and accepted engineering principles associated with the design and construction of public works infrastructure including the preparation of engineering calculations and reports using mathematical calculations, spreadsheets, word-processing and similar tools.
- Performs duties within OSHA standards.

QUALIFICATIONS

Knowledge of:

- Land development, including planning and analysis of engineering systems needed for the use of land, including streets, highways, sewerage, water facility, storm drain, grading, land use, utilities, etc.
- Public works contract administration including the process of contract preparation, contractor selection, administration of contract work, change orders, disputes, claims, equal opportunity and closing of contracts.
- Principles, practices, and methods of civil engineering as applied to the planning, analysis, design, construction, and maintenance of municipal public works infrastructure; applicable laws, regulations, guidelines, standards, and codes related to the design and construction of streets, storm drainage systems, and related public works infrastructure; methods, materials, and techniques used in the construction of public works infrastructure.
- Knowledge of storm water pollution control principles and practices.

Ability to:

- Communicate with developers, contractors, and local, State, and Federal agencies; prepare required permit applications or agreements, and administer required permits or agreements.
- Ability to operate the Town's Pavement Management System.
- Prepare engineering cost estimates and budgets; knowledge of principles and practices of contract negotiations and administration; knowledge of engineering mathematics and computer applications related to civil engineering and governmental agency administration.
- Coordinate engineering activities with activities of planning and building divisions and outside organizations.
- Write clear, concise and accurate technical and non-technical reports, correspondence and memoranda: prepare reports, agreements, and accurate records.
- Communicate effectively, both orally and in writing, and to explain complicated technical matters in non-technical terms.
- Ability to prepare complex engineering computations, including estimating time and material costs; to prepare, check, design, and/or supervise the preparation

of engineering designs, plans, and studies; to make effective presentations to groups; to interpret and explain complex engineering criteria to lay persons; to communicate clearly and concisely, both orally and in writing; to perform complex professional engineering work with a minimum of supervision; to effectively resolve problems in the workplace, on the job site, and with citizens, and to work productively under a variety of conditions, both indoors and outdoors.

- Deal tactfully, effectively and establish/maintain an effective working relationship with the public, high level staff of other public and private agencies, contractors, private engineers, Governmental officials, and other Town employees.
- Define areas of responsibility for work to be performed by consultant and/or subcontractor; administer contracts for professional engineering services.
- Understand the needs of the communities that the Town serves as related to engineering projects.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND EDUCATION

Experience:

Five years of professional experience in civil engineering. Experience with a public agency is preferred.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university in civil engineering.

LICENSE/CERTIFICATION

Registration as a Civil Engineer in the State of California is required.

Possession of a valid California State Driver's License is required.

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