



## SENIOR ASSOCIATE (CIVIL) ENGINEER

AGENCY/DEPARTMENT:  
Development/Engineering

Approved By HR Director: Gordon Johnson  
Date Approved: 10/03/2003  
Date of Last Revision:

Reports to:  
Supervises:  
Conflict of Interest Code Filer:

**JOB SUMMARY:** Under general supervision, performs increasingly responsible professional engineering work; reviews and oversees design and construction development projects and supervises related public works activities; supervises projects and staff, and other agencies in support of the City Engineer, Assistant City Engineer, and Supervising Civil Engineer; serves as project engineer as needed; and performs other related work as necessary.

**DISTINGUISHING CHARACTERISTICS:** This is the fully qualified journey-level professional engineering classification. Positions in this classification are assigned a variety of plan review, project management and personnel supervision functions and exercise independent judgment in resolving engineering issues and problems.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Administers agreements and contracts including design, construction, participation and use.
2. Coordinates and manages development and public works projects.
3. Serves as liaison for the City Engineer to private engineers, surveyors, developers, other public agency employees and engineers, and the general public.
4. Prepares and processes City Council Agenda items for presentation by the City Engineer.
5. Supervises, trains, and evaluates the work of professional, sub-professional, technical, and clerical staff.
6. Plans, coordinates and oversees the work of consultants; explains procedures, checks work for conformance with standards, and resolves procedural and policy questions; administers professional service contracts.
7. Develops and negotiates terms of agreements and contracts.
8. Coordinates with state, county, utility companies, and other agencies for project approval and construction.
9. Serves as office engineer on right-of-way engineering preparation and processing.
10. Prepares and reviews engineering and legal documents; and supervises, prepares or reviews a variety of correspondence, reports and proposals.
11. Represents the City at a variety of meetings.
12. Participates in the employee hiring process and prepares performance evaluations.
13. Participates in project construction management and administration.
14. May perform the following essential functions if assigned to the Traffic Division: Maintains and operates City traffic signal systems; designs traffic signal, street light, and signing and striping installations for the City; conducts a variety of traffic related studies and issue reports; issues related permits; maintains a variety of traffic related data; reviews a variety of invoices for accuracy and issue payment authorization.

### QUALIFICATION GUIDELINES:

**EDUCATION:** Equivalent to a Bachelor's degree from an accredited college or university with major work in civil engineering or closely related field.

**EXPERIENCE:** Five years of experience in professional civil engineering work, including two years of technical or functional supervisory experience.

**KNOWLEDGE OF:**

- Principles and practices of engineering as applied to public works, utilities, private development plans, and private and public construction projects.
- Modern methods, materials and techniques used in the design and construction of a wide variety of public works projects.
- Modern developments, applicable federal and state laws and regulatory codes relevant to civil engineering design and construction.
- Principles and practices of supervision, training and performance evaluation.
- Contract administration.
- Word processing, spreadsheet and GIS software applications programs.
- When assigned to Traffic Division: Principles and practices of Traffic Engineering and control; traffic laws and regulations.

**ABILITY TO:**

- Apply civil engineering principles and practices to the solution of engineering problems in the design and construction of public works projects.
- Make moderately complex engineering computations and to check, design and supervise the construction of a wide variety of public works projects.
- Interpret and apply federal and state laws and regulatory codes.
- Communicate clearly and concisely, orally and in writing.
- Estimate project costs, prepare and review specifications.
- Establish and maintain effective working relationships with contractors, co-workers, supervisors, City officials and the general public.
- Coordinate private and public works engineering projects.
- Supervise, train and evaluate professional, sub-professional, technical and clerical personnel.

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**LICENSES:**

- Class C - CA Drivers License

**CERTIFICATIONS:**

- Senior Associate Civil Engineer - Registration as a Civil Engineer in the State of California.
- Senior Associate Engineer – Engineer-in-Training (EIT) Certificate issued by the State of California with three years additional experience in a municipal engineering position.

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**FLSA Exemption Status:** Exempt

**Employee Unit:** Association of Ontario Management Employees

**DOT Program Participant:** No

**Job Family:** Engineering - Professional

**Career Progression:**