

Approved By HR Director: Gordon Johnson

Date Approved: 10/03/2003
Date of Last Revision:

SENIOR ASSOCIATE (CIVIL) ENGINEER

AGENCY/DEPARTMENT: Development/Engineering

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:

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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.

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.

FLSA Exemption Status: Exempt

Employee Unit: Association of Ontario Management Employees

DOT Program Participant: No

Job Family: Engineering - Professional

Career Progression:

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