

CITY OF SOLANA BEACH

ASSOCIATE CIVIL ENGINEER

DEFINITION

Under general supervision, performs a variety of professional engineering analyses and inspections, design review, and project management of above average difficulty and responsibility, in the field or in the office; performs related duties as required.

CLASS CHARACTERISTICS

Positions in this class perform journey level assignments and are responsible for independent engineering analyses and recommendations. Incumbents may supervise the work of lower level staff performing inspections of public works facilities or sub-professional engineering work.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

- ◆ Performs contract administration of public works projects including the technical review and approval of project plans, designs, and construction; evaluates public works project proposals and recommends award of contract.
- ◆ Performs inspections of construction projects; makes field inspections of existing structures to determine adequacy and estimate stabilizing requirements; meets with contractors to resolve items of non-compliance.
- ◆ Reviews plans of consulting architectural/engineering firms performing work for the City and evaluates their performance; reviews environmental studies for infrastructure impact and adequate mitigation; performs construction contract modifications and negotiates contract change orders.
- ◆ Investigates complaints, conducts technical studies and prepares reports and recommendations related to civil engineering projects, such as traffic, transportation, capital improvement projects, and other specialized studies.
- ◆ Gathers technical data required for planning of a wide variety of civil engineering projects; ensures conformance to recognized standards and operating procedures and pertinent local, state, and federal rules and ordinances in both public and private construction. May draft ordinances according to general instructions.
- ◆ Reviews site plans and tentative and final subdivision maps for compliance with appropriate regulations; prepares conditions of approval for land development projects for the City Council and prepares staff reports.
- ◆ Supervises the work of lower level staff performing inspections of public works facilities or sub-professional engineering work, as needed.
- ◆ Operates a motor vehicle; performs other duties as required.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

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:

Experience:

- ◆ Three years of progressively responsible experience involving varied professional civil engineering related duties. Experience in roadway and major utility construction, CAD, and MS Office Professional '97 (Word, Excel, Access, PowerPoint) is highly desirable.

Education:

- ◆ A Bachelor's degree from an accredited college or university with major course work in civil engineering.

Knowledge and Abilities

Knowledge of:

- ◆ Engineering principles and practices as applied to public works projects, including planning, development, design, construction and project management.
- ◆ Pertinent federal, state and local rules, regulations and ordinances.
- ◆ Methods, materials, and techniques used in the construction of public works projects.
- ◆ Recent developments, current literature and sources of information regarding civil and structural engineering.

Ability to:

- ◆ Develop public works projects designs, plans, specifications, and cost estimates.
- ◆ Interpret and apply federal, state and local regulations.
- ◆ Prepare and present written and oral reports.
- ◆ Communicate effectively both orally and in writing, and supervise the work of others.
- ◆ Deal constructively with conflict and develop effective resolutions, and establish and maintain cooperative and effective relations with City employees and interact diplomatically with the public and contractors.
- ◆ Perform technical research and resolve engineering problems.

Special Requirements

- ◆ Possession of a Certificate of Registration as a Professional Civil Engineer in the State of California.

- ◆ Possession of or ability to obtain a Class "C" California driver's license and a satisfactory driving record.

Adopted: 9-21-99

[City of Solana Beach](#)

[Associated Benefits](#)

[General \(MISC\) Unit MOU](#)