

CITY OF HUNTINGTON BEACH
CLASS SPECIFICATION



TITLE: ASSOCIATE CIVIL ENGINEER

**PERSONNEL COMMISSION
APPROVAL:**
COUNCIL APPROVAL:

JANUARY 15, 2020 (REVISED)
OCTOBER 19, 2015

JOB CODE: 0123
EMPLOYMENT STATUS: REGULAR FULL-TIME
UNIT REPRESENTATION: MEO
FLSA STATUS: EXEMPT
EEOC CODE: PROFESSIONAL

JOB SUMMARY

Under moderate supervision, performs professional and technical engineering work in assigned area of responsibility such as plan and development review, contract administration and design, and provides technical staff assistance to higher level engineering staff.

SUPERVISION RECEIVED AND EXERCISED

Reports to: Principal Civil Engineer

DISTINGUISHING CHARACTERISTICS

The Associate Civil Engineer position is distinguished from the Senior Civil Engineer position in that the latter has a higher and broader level of complex engineering expertise, responsibility and requires additional experience.

EXAMPLES OF ESSENTIAL DUTIES

- Assigns, reviews and participates in the design, preparation and checking of construction plans, site investigations, cost estimates, specifications and reports for the construction of public infrastructure improvements and repair of public facilities;
- Determines structural sections, line and grades for construction projects;
- Investigates and evaluates proposed systems and construction sites;
- Construction contract administration;
- Recommends and requests tests to determine soil bearing and geological conditions at proposed construction sites;

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- Confers with other department employees and representatives of government agencies, public utilities and contractors to obtain information pertaining to the preparation of plans, specifications and cost estimates and to the coordination of contract requirements;
- Reviews manufacturers' specifications and confers with representatives of material suppliers and contractors and other department personnel concerning design criteria;
- Prepares specifications for construction contracts;
- Analyzes bids and recommends contract awards;
- Interprets specifications, drawings and details of construction and installation for field personnel;
- Reviews proposals and recommendations for design changes or modifications and coordinates the required changes;
- Prepares reports pertaining to the progress of design, construction and other activities;
- Functions as a departmental representative at various city meetings;
- Determines line and grades for storm water management construction projects;
- Investigates and evaluates proposed BMPs systems and construction sites;
- Reviews development plans for compliance with city's storm water quality goals and NPDES permit and prepares annual NPDES status reports;
- Reviews environmental documents and storm water pollution prevention plans (SWPPP);
- Attends professional training to stay abreast of industry best practices;
- Reports to work as scheduled and works a variety of schedules including evenings, weekends and holidays as required;
- Maintains a regular and consistent attendance record;
- Travels to offsite locations within and outside the City;
- Performs other related duties as required.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

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- Modern principles and practices of civil engineering as related to the preparation of plans and specifications for a wide variety of public works projects
- Land and engineering survey systems, methods and techniques
- Construction materials and approved standards of safety as related to structural designs and specifications; construction contract administration
- Supervisory methods and practices.

Ability to:

- Adapt approved engineering methods and standards to the design and construction of a variety of public works projects
- Plan advanced projects and prepare related designs, estimates and specifications; prepare construction plans using AutoCAD
- Perform difficult engineering computations and make comprehensive recommendations for the solution of engineering problems
- Supervise others
- Communicate effectively both orally and in writing;
- Organize a large variety of projects and activities;
- Establish and maintain cooperative and effective relationships with those contacted in the course of work.

Education: Bachelor's degree in Civil Engineering from an accredited college or university.

Experience: Five (5) years' experience in the design or construction of public work projects, including a minimum of two (2) years as a professional engineer.

Certifications/Licenses:

Valid California Class C driver license and an acceptable driving record required by time of appointment and during course of employment.

Registration as a Professional Engineer (PE) from the State of California; or registration as a PE in another state and the ability to obtain California registration within twelve months of employment.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code

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Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Work is performed indoors and outdoors. Incumbents use a computer keyboard and related equipment. Incumbents sit, stand, walk, climb, stoop, crouch, twist, bend, push, pull, reach, grasp, and lift. May require moving tools and equipment weighing 50 pounds or less. When work is performed outdoors, there is full exposure to various weather conditions. Must be able to work in and around bodies of water, including the ocean, lakes, and stormwater discharge systems. Must utilize approved safety equipment and protective gear, including but not limited, hard hats, respirators, life vests, and/or hearing protective devices. Requires near vision in reading correspondence, plans, specifications and other information. Acute hearing is required when providing telephone service and communicating in person. This position is also expected to perform inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures.

Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

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Rev Dec 2019 PA