

**CLASSIFICATION SPECIFICATION FOR:  
ASSISTANT ENGINEER (FLSA Non-Exempt)  
ASSOCIATE CIVIL ENGINEER (FLSA Non-Exempt)  
SENIOR CIVIL ENGINEER (FLSA Exempt Management)**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

**FLEXIBLY STAFFED SERIES**

This is a flexibly staffed series, meaning that incumbents may be promoted by successfully demonstrating the ability to perform competently at the required level and by meeting the qualifications for the next higher class. Promotion to a higher level is not automatic or guaranteed. For more information, refer to the Town's Administrative Policy on Flexibly Staffed Classifications.

**POSITION SUMMARY**

Under the direction of the Town Engineer, incumbents in this series perform a variety of professional engineering duties in support of the Town's engineering projects, including projects related to public facilities, street improvements, private development, traffic, and Capital Improvement Projects (CIP). These classifications also conduct administrative work, thus interacting with stakeholders, various experts in the field and members of the public. Depending upon the position, incumbents are involved in conducting studies, inspecting sites, assisting in problem resolution, interpreting specifications and policies, estimating costs, preparing change orders, checking for conformance with regulations, reviewing and making recommendations on technical reports and studies, reviewing and/or preparing environmental assessments and studies, preparing project status reports, and coordinating engineering-related activities with other entities.

The Associate Civil Engineer and Senior Civil Engineer levels require registration as a Professional Engineer (PE) as issued by the California Board of Registration for Professional Engineers, Land Surveyors, and Geologists.

**Assistant Engineer:** Incumbents work under close supervision while being trained and will gradually work more independently as knowledge and skills are acquired.

**Associate Civil Engineer:** Incumbents will be assigned increasingly difficult tasks including engineering projects of moderate to difficult complexity and scope.

**Senior Civil Engineer:** Incumbents will manage very complex engineering projects that require a great degree of technical knowledge, the ability to address policy decisions and to handle sensitive issues that carry a high consequence of error. Supervises staff and serves as a project manager.

## DISTINGUISHING CHARACTERISTICS

- **Assistant Engineer** is the entry-level classification for this professional job series. Incumbents conduct research and analysis in relation to the administration of engineering policies and ordinances and perform related work as required. Work is performed in accordance with policies established by the Town Engineer. Moderate latitude exists in which judgment may be exercised. The Assistant Engineer makes routine technical decisions and must exercise judgment to appropriately seek direction and technical assistance as needed.
- **Associate Civil Engineer** is the experienced journey-level of this job series. Thorough knowledge is required of the principles and practices of engineering, as well as knowledge of the concepts underlying engineering functions. Work is performed in accordance with policies established by the Town Engineer, but considerable scope exists in which professional judgment may be exercised and technical decisions made. Incumbents are responsible for engineering work that is technically difficult and requires the ability to independently interpret policies and to exercise sensitivity to public concerns.
- **Senior Civil Engineer** is the advanced and supervisory classification of this job series. Incumbents are responsible for difficult engineering work. Thorough knowledge of the principles and practices of engineering, as well as the concepts underlying engineering functions and the ability to present and explain these concepts to the public, is required. Work is performed in accordance with policies established by the Town Engineer, but a great degree of latitude is given to exercise professional judgment, to make technical decisions and to direct staff. The Senior Civil Engineer level is responsible for managing very complex engineering projects; acts as a project manager on assigned projects; and supervises technical staff, makes presentations to Council, Commissions, and other public meetings and settings. Projects may be large, expansive in scope, and may involve difficult and sensitive policy issues.

## ESSENTIAL FUNCTIONS

- Provide technical advice regarding design, construction, or program modifications and structural repairs.
- Estimate quantities and cost of materials, equipment, or labor to determine project feasibility.
- Inspect project sites to monitor progress and ensure conformance to design specifications and safety standards.
- Test soils or materials to determine the adequacy and strength of foundations, concrete, asphalt, or steel.
- Compute load and grade requirements, water flow rates, or material stress factors to determine design specifications.
- Plan and design public facilities and structures, following construction and governmental standards.
- Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.
- Prepare or present public reports on topics such as bid proposals, deeds, environmental impact statements, or property and right-of-way descriptions.

- Participates in the Technical Advisory process and represents the Town on Committees as necessary.
- Prepares and manages project budgets.
- Manage the efficient operation of the Town traffic infrastructure.
- Direct or participate in surveying to lay out installations or establish reference points, grades, or elevations to guide construction.
- Conduct studies of traffic patterns and environmental conditions to identify engineering problems and assess potential project impact.
- Direct engineering activities ensuring compliance with environmental, safety, or other governmental regulations.
- Identify environmental risks and develop risk management strategies for civil engineering projects.
- Coordinates National Pollutant Discharge Elimination System (NPDES) information and reports.
- Performs review of encroachment permits, subdivision maps and legal descriptions and street and/or public easements.
- Participates in the preparation of staff reports, council resolutions, environmental impact reports, negative declaration, specific plans and reports required by State and Federal agencies.
- Represent the Town at regional meetings and conferences.
- Perform other duties as assigned.
- Directs transportation planning studies and reviews traffic impact studies.

Additional Essential Functions for Senior Civil Engineer:

- Manage and direct staff members in the construction, operations, or maintenance activities for assigned projects.
- Participates in budget development and administration, including the preparation of budget recommendations; monitors and exercised control of budget expenditures.
- Utilizes performance metrics in assessment of all work practices.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Engineering and Technology — Practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Design — Design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
- Building and Construction — Materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Mathematics — Arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Geography — Principles and methods for describing the features of land and air masses, including their physical characteristics, locations and interrelationships.
- Physics — Physical principles, laws, their interrelationships, and applications to understanding fluid, material, and atmospheric dynamics, and mechanical, electrical, atomic and sub- atomic structures and processes.

- Chemistry — Chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Language — Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Administration — Business principles involved in project planning, resource allocation, production methods, and coordination of people and resources.
- Customer Service — Principles and processes for providing customer service. This includes needs assessments, meeting quality standards for services, and evaluation of customer satisfaction.
- Government Regulations — Laws, regulations, codes, precedents, and agency rules.
- Communications — Communication and dissemination techniques and methods. This includes alternative ways to inform via written, oral, and visual media.

Skill in:

- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Mathematics — Using mathematics to solve problems.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Time Management — Managing one's own time and the time of others.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Analysis — Analyzing engineering data; evaluating the data and/or making predictions;
- Preparing and making formal presentations;
- Teamwork — Working effectively with individuals and in group/team settings; and
- Troubleshooting — Determining causes of errors and deciding what to do about it.
- Dealing effectively with members of the public and external agencies.

Ability to:

- Design public works improvement projects and prepare plans, specifications and cost estimates.
- Conduct engineering studies and surveys.
- Review, interpret and explain engineering plans, specifications, maps and computations.
- Prepare clear and concise reports and presentations.
- Communicate in English effectively in verbal and written form.

- Maintain effective working relationships with consultants, architects, contractors, developers, co-workers internal and external to the department, other members of the profession and members of the public.
- Direct the work of other personnel.
- Prepare grant applications.
- Recommend mitigation measures.
- Manage service requests.
- Prepare budget recommendations.

### **TOOLS AND TECHNOLOGY USED**

The following are examples of tools and technology used to perform typical duties; this list is not exhaustive.

- Computers including desktops and laptops
- Geographical Informational Systems (GIS)
- Distance meters, electronic measuring devices and measuring/survey rods
- Levels including laser and precision levels
- Survey rods
- Scanners and copiers
- Analytical or project planning software
- Compliance software such as Accela PERMITS Plus
- CAD software such as Autodesk AutoCAD
- Databases such as Access or SQL queries
- Email
- Photo Imaging and large format copiers
- Map creation software and spatial decision systems
- Office suite software: Microsoft Word, Excel, Power Point

### **MINIMUM QUALIFICATIONS**

***Education may not be substituted for experience in this job series.***

All positions in this series require a Bachelor's of Science Degree in Civil Engineering from an accredited college or university and possession of a Class C California driver's license.

In addition to the degree and driver's license, the positions require:

- **Assistant Engineer:** Two years of municipal experience related to civil engineering.
- **Associate Civil Engineer:** Four years of progressively responsible experience **and** possession of a valid Certificate of Registration as a Civil Engineer as issued by the California Board of Registration for Professional Engineers, Land Surveyors, and Geologists.

- **Senior Civil Engineer:** Five years of related and increasingly responsible experience and possession of a valid Certificate of Registration as a Civil Engineer as issued by the California Board of Registration for Professional Engineers, Land Surveyors, and Geologists. Registration as a Traffic Engineer with the Board is desirable for work within the Town’s Traffic section.

**WORKING CONDITIONS / PHYSICAL REQUIREMENTS**

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT: Employees work indoors in a computerized office environment 75% of the time, in direct contact with other Town personnel, outside experts and the public. Employees conduct site visits 25% of the time, requiring transportation in a vehicle and exposure to outdoor elements such as dirt, grass, uneven surfaces and weather conditions.

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<p><b>Representation</b>  Assistant Engineer – T.E.A.  Associate Civil Engineer – T.E.A.  Senior Civil Engineer –  Management Unrepresented</p>	<p><b>EEOC Category</b>  Professional</p>	<p><b>FLSA</b>  Assistant Engineer (Non-Exempt)  Associate Civil Engineer (Non-Exempt)  Senior Civil Engineer (Exempt)</p>
<p><b>History</b>  July 2014: Replaces Assistant Engineer, Associate Engineer</p>		