

# CITY OF SCOTTS VALLEY CLASS SPECIFICATION

## ASSOCIATE CIVIL ENGINEER

### JOB PURPOSE

Under general direction, to perform a variety of difficult engineering duties with primary emphasis on assisting the City Engineer with the supervision and coordination of the Development and Traffic Sections within the Engineering Division of the Public Works Department and related work as required.

### EXAMPLES OF DUTIES

#### Essential Duties:

- Assists the City Engineer in coordinating and directing the Engineering Division;
- Directs, reviews, and participates in the work of other technical employees;
- Reviews preliminary concept plans and maps through final approved plans and maps for subdivisions, commercial developments, and public improvements appurtenant to them within the public right-of-way. Check maps and public improvement plans for conformity to City policies, conditions of approval, and recognized engineering practices. Supervise the response to maps and plans, including reviewing cost estimates, establishing fee schedules, and development contract provisions and specialist agreements;
- Directs the content of and/or reviews the results of specialized studies prepared in conjunction with private developments, including traffic, hydraulics, soils and geotechnical, and engineering aspects of environmental review;
- Conducts field investigations at all levels of private development review;
- Prepares a variety of intra- and inter-departmental reports, correspondence, and presentations in conjunction with the activities of the Engineering Division;
- Provides technical assistance to other divisions of the Public Works Department;
- Confers with the City Engineer in the development and implementation of policies and programs;
- Assists in administering personnel matters within the Engineering Division by making recommendations on personnel transactions, including discipline.

#### Marginal Duties:

- Recommends conditions of approval for private developments to the Project Review Committee, Planning Commission, and City Council;
- Confers with other staff members concerning private developments approved;
- Assists in preparation of Public Works Department budget as it pertains to the Engineering Division;
- Represents the Engineering Division before the Project Review Committee, Planning Commission, and City Council when requested;
- Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

**Education, Experience, and Licenses:** Equivalent to graduation from an accredited college or university with a major in Civil Engineering; evidence of five years of progressive responsibility in professional civil engineering work (preferably in local government), including a minimum of two years of supervisory responsibility; a valid certificate of registration as a Civil Engineer issued by the California Board of Registration for Civil and Professional Engineers; and a valid California motor vehicle operator's license.

**Ability to:** Accurately review engineering plans, specifications, maps, and computations; develop a good working knowledge of department programs, regulations and policies; prepare concise technical reports and presentations; communicate effectively orally and in writing; work independently, and maintain effective working relationships with those contacted in the course of work.

**Knowledge of:** Civil Engineering and Public Works Administration principles and practices.

**CITY COUNCIL APPROVAL DATE:** May 6, 1987