City of Caldwell

Class Specification

<table>
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<tr>
<th>Class Title</th>
<th>ASSOCIATE ENGINEER</th>
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<tbody>
<tr>
<td>Job Valuation Number</td>
<td>2035</td>
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<tr>
<td>FLSA Designation</td>
<td>Covered</td>
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<tr>
<td>Pay Grade</td>
<td>Level 8</td>
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<tr>
<td>Effective Date</td>
<td>October 2018</td>
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General Statement of Duties

Develops engineering and construction plans, designs and specifications for the City’s Engineering Department and oversees City public works projects; may serve as a project leader on the Development Team if assigned; assists in City stormwater permit compliance tasks as needed; performs related work as required.

Classification Summary

The principal function of an employee in this class is to develop engineering designs, conduct engineering design reviews, perform project management activities and provide technical assistance to other City departments. This person may serve as a project leader on the Development Team and is responsible for delivering exceptional customer service to the public and to City employees. This class is distinguished from the class of professional engineer by the necessity of individuals in this position to serve an internship as an Engineer-in-Training under the direction of a professional engineer. The work is performed under the direct supervision of the City Engineer. This person may supervise the engineering activities of other engineering department staff as required or as assigned by supervisory personnel. An employee in this class performs the duties of other employees in the Engineering Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all City employees, business owners, government agencies, contractors, engineers, and the public. The principal duties of this class are performed in a general office environment with an emphasis on teamwork; work responsibilities including both indoor and outdoor tasks.
Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops engineering designs of public works construction projects and activities;
- Develops project cost and materials estimates for current and projected public works activities;
- Develops engineering and construction project specifications defining project needs and parameters, including updates to outdated specifications on a regular basis;
- Confers with and assists architects, engineers, business owners, inspectors, planners, and the general public on issues relating to code interpretation, and compliance, including preparing revisions to codes, ordinances and local regulations;
- Acts as a lead contact to plans examiners, inspectors, contractors, and the general public;
- Determines project surveying needs and coordinates requirements with survey and design personnel;
- Determines project right-of-way and property acquisition needs and requirements, develops accompanying legal descriptions and coordinates property acquisition with property owners;
- Reviews and recommends approval or modification of consulting engineering designs, plans and specifications;
- Monitors and directs the activities of contractors, developers, engineers and consultants performing work within the City to ensure compliance with City, State, and Federal codes and standards;
- Assists in all duties relating to the compliance of the Municipal Separate Storm Sewer System (MS4) permit, including collecting stormwater samples, investigating complaints, staff training, public outreach, report compilation, etc. as assigned;
- Inspects construction projects for compliance with City engineering standards and specifications and for compliance with plans, contracts and specifications;
- Performs detailed and complex engineering analysis of the city’s existing water, sewer, drainage and transportation systems using engineering methods and calculations;
- Negotiates, prepares and authorizes construction change orders and other miscellaneous contracts and agreements;
- Provides technical expertise, data, reports and presentations to the City Engineer, the Mayor and City Council;
- Represents the Engineering Department in meetings with developers and also at Public Hearings as assigned;
- Conducts feasibility studies and field reviews of current and proposed projects to evaluate project need, determine parameters, recommend design features and modifications and prepare preliminary project costs;
- Provides engineering and inspection services for City owned/managed construction projects;
- Coordinates utility location, and construction activities with utility representatives and construction crews;
- Prepares documentation and obtains required construction permits from a wide variety of regulatory agencies;
• Serves on ad-hoc committees as required;
• Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
• Keeps immediate supervisor and designated others fully and accurately informed concerning work progress and project status, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
• Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
• Responds to citizens’ questions and comments in a courteous and timely manner;
• Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
• Respects the opinions of others and maintains a positive and professional working relationship with employees, supervisors and others;
• Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed;
• Assists other engineering staff as needed.

OTHER DUTIES AND RESPONSIBILITIES

• Performs other related duties as assigned.

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<th>Required Knowledge, Skills and Abilities</th>
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<td>• Comprehensive knowledge of engineering principles and practices;</td>
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<td>• Comprehensive knowledge of the fundamentals of engineering design;</td>
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<tr>
<td>• Thorough knowledge of public works construction project materials and methods;</td>
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<td>• Thorough knowledge of computer applications for engineering, design and mapping;</td>
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<td>• Knowledge of City’s infrastructure for determining requirements of Public Works regarding sewer, water, irrigation, drainage, curb/gutter and sidewalks, parking and traffic flow;</td>
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<td>• Knowledge of and ability to review and understand the city’s floodplain ordinance requirements;</td>
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<td>• Ability to interpret and develop engineering plans and specifications;</td>
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<td>• Ability to participate in and provide engineering input for roundtable sessions and development meetings, spontaneous consultation meeting for potential projects and potential impact on proposed projects and processes;</td>
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<td>• Ability to exercise consistent and fair decision making and resolve issues related to the development process;</td>
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<td>• Ability to establish and maintain exceptional customer service to the general public and City employees;</td>
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<td>• Ability to work effectively and harmoniously in a team environment and act as a project leader;</td>
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<tr>
<td>• Ability to communicate effectively and maintain working relationships with engineering</td>
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managers, contractors, consulting engineers, other City employees and the public both orally and in writing, using both technical and non-technical language;

- Ability to prepare accurate and reliable reports containing engineering calculations, construction designs, plans and specifications, findings, conclusions and recommendations;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. Must be detail oriented and possess good organizational skills;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to manage a variety and a multi-project workload to ensure timely and effective production of plan reviews and/or comments;
- Ability to effectively delegate, direct and review the work of subordinate engineering department staff;
- Ability to establish and maintain effective working relationships with other Department and City employees, developers, contractors, engineers, consultants, elected officials, property owners, regulatory agency personnel and the public;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Ability to plan, organize and manage engineering and construction projects;
- Ability to supervise and mentor assigned engineering staff;
- Ability to read, interpret and apply laws, resolutions, ordinances, codes, contract documents and specifications, and engineering and construction standards;
- Ability to apply engineering principles and practices to a wide variety of public works projects, including complex calculations and analysis;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor’s Degree in civil engineering or other technical field acceptable for the state certified engineer-in-training program; and
- Some experience in public works project engineering design and construction.
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

### Required Special Qualifications

- Possession of a current and valid driver’s license.
• Possession of Engineer-in-Training certification.
• Subject to a pre-employment drug test and background check.

### Essential Physical Abilities

• Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
• Sufficient vision, with or without reasonable accommodation, which permits the employee to inspect a wide variety of engineering and construction projects on site and review a variety of written materials;
• Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a vehicle and computerized equipment;
• Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect engineering and construction projects, including sites characterized by trenching and rough terrain as well as various terrains and weather conditions.