



CITY OF ALBANY ASSISTANT ENGINEER/ASSOCIATE ENGINEER/ ASSOCIATE CIVIL ENGINEER

Under supervision (Assistant Engineer), general supervision (Associate Engineer), or direction (Associate Civil Engineer), performs professional engineering work related to the planning, design, construction, renovation, and maintenance of City projects and programs in the areas of development, capital improvement, traffic operations and safety, wastewater, stormwater, pavement, and building services; conducts plan checks; prepares project schedules, plans, specifications, and cost estimates; advertises for construction; coordinates engineering activities with contractors and other agencies; monitors contracts; and performs related work as required.

The position can be filled as either Assistant Engineer, Associate Engineer, or Associate Civil Engineer depending on qualifications.

SUPERVISION RECEIVED AND EXERCISED

Assistant Engineer

Receives supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

Associate Engineer

Receives general supervision from assigned supervisory or management personnel. Exercises no supervision of staff.

Associate Civil Engineer

Receives direction from assigned supervisory or management personnel. May exercise functional and/or technical supervision over subordinate staff on a project by project basis.

Class Characteristics

Assistant Engineer

This is the entry level within the professional Engineer series. Employees at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Associate Engineer level and exercise less independent discretion and judgment in matters related to work procedures and methods. Initially, work may be supervised while in progress and fits an established structure or pattern. As experience is acquired, employees are expected to perform with increasing independence and responsibility. Advancement to the "Associate" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff. Since this class is typically used as a training class, employees may have only limited related work experience.

Associate Engineer

This is the journey level within the professional Engineer series. Employees within this class are distinguished from the Assistant Engineer by the performance of the full range of duties. This class is distinguished from the next higher level of Associate Civil Engineer in that the latter handles the complex and sensitive work and requires registration as a professional engineer. Advancement to the Associate Civil Engineer classification is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

Associate Civil Engineer

This is the advanced journey level class within the professional Engineer series. The Associate Civil Engineer is the first licensed engineer level responsible for performing the more complex and difficult engineering assignments including the more complex design and construction project management of large projects. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and may be expected to provide lead direction and training to employees in lower level positions. Advancement to the Associate Civil Engineer classification is based on management judgment and/or certification as a professional engineer.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Works with architects, engineers, and contractors concerning technical interpretations and applications of ordinances, laws, engineering codes, compliance and violation issues, drainage and traffic matters, access, legal descriptions, and policy matters; prepares or amends the City Code and standards for streets, drainage, subdivisions regulations, and flood hazards; negotiates with developers and consultants concerning clarification and implementation of development code requirements and map conditions.
- Manages the overall timetable and internal processes necessary to carry out the adopted Capital Improvement Program (CIP), and any projects initiated subsequent to adoption of the CIP; prepares and directs the preparation of designs, specifications, plans, estimates, and reports for capital improvement projects and the development and modification of City infrastructure; manages or assists in the bidding and contract award process for capital project work; coordinates and manages contractors in providing contract services; evaluates capital improvement project plans and programs, and makes recommendations for areas of improvement; performs engineered designs, as necessary.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, City officials, and the general public regarding conformance to standards, plans, specifications, and codes; answers questions, provides information, and shares technical expertise; investigates and takes appropriate action concerning problems affecting residents, property owners, business owners, contractors, and City operations; investigates and responds to formal claims.
- Reviews and approves encroachment permit applications from utilities; ensures that plans follow applicable ordinances and laws; ensures site restoration work meets City standards.
- Participates in the development and administration of the department budget and the City's Capital Improvement Program; develops the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and tracks expenditures; reviews invoices and reviews them for payment approval; implements budgetary adjustments as appropriate and necessary.
- Keeps current on Federal, State, regional, and local laws and regulations affecting public works engineering matters, and initiates action required to bring the City into – and maintain compliance with – regulatory policies and procedures.
- Conducts project management, design, and inspections of assigned capital improvement projects and the contractors' work during all phases of construction to ensure compliance with approved plans, specifications, and contractual agreements; reviews and directs the review of private development plans submitted by developers, landowners, and engineers for adequacy of application and conformance to City standards.
- Represents the Public Works Department to other departments, elected officials, and outside agencies; explain, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Attends meetings and makes presentations to the City Council, commissions, boards, committees, and other public agencies; prepares and presents staff reports and other necessary correspondence;

serves as staff liaison to the Traffic & Safety Commission and various local commissions and boards, as necessary; conducts studies and confers with the public regarding traffic and transportation issues, as necessary.

- Coordinates the preparation of agreements, dedications, easements, vacation, and land development documents for the Planning Commission and City Council agenda and approval process.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of public works and engineering; incorporates new developments as appropriate into programs.
- Prepares engineering documents, including agreements, maps, legal descriptions, resolutions, and ordinances; prepares a variety of letters and formal correspondence, reports, records, requests for proposals, contracts, and contract bids; prepares various grant applications for needed or desired projects, equipment, and materials; prepares reports for regulatory compliance with state, federal, and court-mandated requirements; gathers and disseminates important information for department staff.
- Participates in the coordination of Public Works information technology development, selection, implementation, training, and technical support for computerized systems software including engineering design, facilities systems management, and maintenance management.
- Works closely with the Public Works Manager to assist and support his/her efforts in the areas of street, park, public building, sanitary sewer, and storm drain maintenance activities, and in developing and maintaining the City's urban forest and open space, participating in community street tree planting, and other planting and landscape maintenance activities.
- Works closely with the Program Manager to assist and support his/her efforts in the areas of managing projects, administering programs, reviewing plans, providing technical support, participating in meetings, and maintaining files.
- Develops and follows policies and practices pursuant to City policy to minimize the use of scarce natural resources, minimize toxic materials, promote healthy behaviors and activities, and minimize carbon emissions.
- Performs related duties as assigned.

Knowledge of:

- Operational characteristics, services, and activities of engineering and public works maintenance programs.
- Principles and practices of civil engineering as applied to the development and management of public works.
- Transportation engineering principles, practices, and methods
- Principles of capital improvement cost estimation and contract administration.
- Construction, project management, and surveying principles.
- Methods, materials, and techniques employed in public works construction and construction program development.
- Principles and practices of municipal budget preparation and administration.
- Administrative requirements for present and future Federal, State, and local grants, and other funds.
- Principles and practices of contract negotiation.
- Pertinent Federal, State, regional, and local laws, ordinances, codes, rules, and regulations.
- Recent developments, current literature, and sources of information in municipal public works administration.
- Principles and practices of business letter writing and report preparation.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, GIS, AutoCAD, and spreadsheet software.

Ability to:

- Analyze and assess programs, policies, and operational needs, and make appropriate adjustments.
- Develop and review engineering plans and designs for municipal public works projects.
- Read and understand construction drawings, plans, and specifications.
- Perform the highly technical and complex engineering duties.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Demonstrate tact and diplomacy with the public.
- Prepare and coordinate large and complex budgets.
- Develop and administer contracts for professional services and construction in a public agency setting.
- Interpret and apply applicable Federal, State, regional, and local laws, ordinances, codes, rules, and regulations.
- Negotiate and administer contracts for services.
- Develop appropriate grant applications for Federal, State, and other programs providing funding for capital project maintenance and construction.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, programs, and techniques.
- Prepare clear and concise administrative reports.
- Assimilate information, process logically, and make sound decisions.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating necessary equipment.
- Maintain physical and mental capacities appropriate to the performance of required duties and responsibilities.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Assistant Engineer

A Bachelor's Degree from an accredited college or university with major course work in civil engineering or related field, and two years of increasingly responsible professional engineering experience is desirable.

Associate Engineer

A Bachelor's Degree from an accredited college or university with major course work in civil engineering or related field, and three years of increasingly responsible professional engineering experience at a level comparable to an Assistant Engineer with the City of Albany.

Associate Civil Engineer

A Bachelor's Degree from an accredited college or university with major course work in civil engineering or related field, including three years of increasingly responsibly professional engineering experience at a level comparable to an Assistant Engineer with the City of Albany.

Licenses and Certifications

Assistant Engineer

Valid California Driver's License.

Possession of an Engineer-in-Training certification is highly desirable.

Associate Engineer

Valid California Driver's License.

Possession of an Engineer-in-Training certification is highly desirable.

Associate Civil Engineer

Valid California Driver's License.

Possession of a current Certificate of Registration as a professional Civil Engineer in the State of California.

Physical Demands

Must possess mobility to work in a standard office setting, to operate a motor vehicle, and to inspect various development sites and public works facilities; vision to read printed materials and a computer screen, and to make inspections as noted above; strength and stamina to lift and carry 25 pounds; physical dexterity to climb ladders and staircases; and hearing and speech to communicate in person, before groups, and over the telephone and radio.

Environmental Elements

Employees work in an office and field environment, including inclement weather and darkness.

Special Requirements

Position in this classification must be able to attend off-hours meetings and travel to sites out of the City.

Positions in this classification must be available to respond to major emergencies 24/7 with notification by mobile communications device.