

CITY OF LOMA LINDA
ASSOCIATE ENGINEER

DEFINITION

Under general direction, performs a variety of professional engineering work related to the design and construction of public works projects; supervises support engineering personnel in the performance of a variety of professional and subprofessional engineering work; performs related duties as required.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Coordinates and participates in engineering activities involved in the design, construction, and maintenance of public works facilities such as streets, storm drains, and sanitary sewers.
2. Performs traffic related engineering work including traffic signal system coordination.
3. Coordinates preparation of plans, specifications and cost estimates for public works projects.
4. Assigns work to technical and other professional staff, providing instruction and technical assistance; coordinates the scheduling and completion of work assignments by determining priorities and resolving work load problems; evaluates work for accuracy, completeness, and conformance to established standards and project requirements.
5. Provides contract service provider oversight for engineering related activities; acts as liaison to other city personnel, contractors, and other agency representatives regarding the conduct of public works projects.
6. Performs or coordinates inspections of public works projects. Prepares or coordinates the preparation of plans and other materials related to a diversity of City needs.
7. Conducts special studies relating to public works activities; manages special projects related to public works activities as required.
8. Ensures that proposed developments and public works facilities are designed, constructed and maintained in accordance with engineering principles, related laws and regulations, and project specifications.
9. Attends and participates in meetings and conferences with other departmental administrators, public officials and professional organizations.
10. Prepares reports pertaining to engineering design work.
11. Provides assistance to the public and responds to inquiries regarding public works projects, development plans, encroachments, and other matters; may resolve complaints.
12. Attends Planning Commission meetings.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include possession of a Bachelor's Degree in Civil Engineering or related field or possession of a certificate as an Engineer-in-Training or registration as a Civil Engineer in the State of California or the ability to obtain same within one year, and three years of recent technical engineering experience with emphasis in civil engineering, including some supervisory experience.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and methods of public works; principles and practices of civil, traffic and utility engineering; methods and techniques utilized in the preparation of designs, plans, specifications, and cost estimates; plan checking methods; applicable laws, codes and regulations; appropriate safety precautions and procedures; principles of supervision and training. Basic knowledge of computer, CAD experience desirable.

Ability to read and understand blueprints, plans and specifications; evaluate materials, workmanship and construction methods; review and evaluate engineering plans for competency; schedule and program work on a long-term basis; apply civil engineering principles and practices to the solution of difficult problems related to the design and construction of public works projects; prepare clear and concise reports; communicate effectively both orally and in writing; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.