

**CITY OF EMERYVILLE/
MANAGEMENT OF EMERYVILLE SERVICES AUTHORITY (MESA)**

TITLE: ASSOCIATE CIVIL ENGINEER

JOB CODE: 1322

Created: November 2013

FLSA Status: Exempt

Revised: March 2024

DEFINITION

Under the lead direction of Senior Civil Engineer, the Associate Civil Engineer performs journey level professional and technical engineering work on a variety of projects associated with the design and construction of permitted private and public projects; manages inspection services for the various public, private and encroachment permit work; provides design and administrative service assistance to the Senior Civil Engineer, as necessary, in support of Capital projects; and performs related work as required.

EXAMPLES OF DUTIES

The duties listed below are illustrative only.

Project Planning and Design

- Assist in the conceptualization, planning, and design of municipal infrastructure projects, such as roads, bike, pedestrian, and transit facilities, bridges, stormwater management, sanitary sewers, parks, and other public facilities.
- Prepare engineering drawings, specifications, and cost estimates for construction projects, ensuring compliance with all applicable regulations and standards.
- Conduct site visits and surveys to gather necessary data for project planning and design.
- Assist in the review of tentative and final maps, development conditions, and the maintenance
- and management of on-site plans.

Project Management

- Coordinate project timelines, milestones, and budgets, ensuring projects are completed within established constraints.
- Collaborate with senior engineers and project managers to develop project scopes, schedules, and budgets.
- Monitor construction progress, review contractor submittals, and manage project documentation.

Grant Management

- Prepare Grant Applications, with all associated studies as assigned, and prepare grant reporting and closeout paperwork.

Regulatory Compliance

- Ensure projects adhere to relevant local, state, and federal regulations, codes, and standards.

- Obtain necessary permits and approvals from regulatory agencies for construction and development projects.

Technical Analysis and Problem Solving

- Perform engineering calculations, simulations, and analysis to assess the feasibility and structural integrity of proposed designs.
- Identify engineering challenges and propose innovative solutions to address design, construction, and operational issues.

Stakeholder Engagement

- Collaborate with internal and external stakeholders, including community members, local agencies, contractors, and utility companies.
- Participate in public meetings, workshops, and presentations to communicate project plans, gather input, and address concerns.

Quality Assurance and Inspection

- Conduct inspections of construction sites to ensure compliance with approved designs, specifications, and safety standards.
- Review construction materials and methods to verify adherence to project requirements.
- Provide direction to City Public Works inspector as appropriate.

Documentation and Reporting

- Maintain accurate and detailed project records, including design files, correspondence, reports, and meeting minutes.
- Prepare progress reports, engineering analyses, and presentations for internal and external audiences.
- Manage the construction inspection of private projects including encroachment permits, and conditions of approval related to Public Works.

QUALIFICATIONS

Any combination of education and as follows:

Education

Equivalent to a Bachelor of Science Degree from an accredited college or university with major course work in civil engineering, environmental engineering, structural engineering, or a closely related discipline.

-and-

Experience

Three (3) years' experience in professional engineering work, with experience performing and/or managing field inspection of construction projects.

LICENSES AND CERTIFICATIONS

- Possession of a valid California Driver's License with a satisfactory driving record.
- Registration as a professional Civil Engineer in the State of California is highly desirable.

KNOWLEDGE AND ABILITIES

Knowledge of principles and practices of civil engineering and surveying; applicable laws and regulatory codes; methods, materials, tools and equipment used in engineering construction; principles of algebra, geometry and trigonometry and their application to engineering; title and record search procedures; operation of a municipal Public Works Department and its function; emerging trends, technologies, and best practices in civil engineering and related fields; various methods of communication including report writing, oral and graphic presentation; computers and associated software, including AutoCAD, as they relate to civil engineering and associated job tasks; basic functions and techniques of public works inspection.

Ability to prepare plans, designs, specifications and cost estimates for all types of Public Works projects; prioritize and manage multiple projects simultaneously; work independently; learn City ordinances and regulatory codes, policies and procedures applicable to engineering functions; communicate effectively verbally and in writing; operate engineering tools and equipment including surveying tools and equipment, and personal computers and associated equipment; evaluate work in progress for compliance with engineering principles, codes and specifications; establish and maintain effective working relationships with those contacted during the course of the work; prepare clear, concise, reports on technical and non-technical material; make effective cost estimates and recommendations; create short-term and long-term work plans; conduct title, deed and record searches; conduct project research including collecting field and report data; pursue professional development opportunities to enhance technical skills and knowledge; and perform the physical requirements of the job.