

CITY OF MILL VALLEY
ASSOCIATE ENGINEER

DEFINITION

Performs professional engineering work of average difficulty in municipal public works construction and maintenance projects; performs related work as required.

SUPERVISION EXERCISED

Receives direction from the Senior Civil Engineer.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Reviews and approves grading and encroachment permit applications for private work.
- Coordinates road closure requests.
- Coordinates, reviews and approves utility encroachments for compliance with City standards.
- Develops, reviews and approves traffic control plans as required by City, utility company, and private work.
- Calculates base flood elevations.
- Determines flood zones.
- Performs traffic engineering studies.
- Consults with public and private agencies and engineers, contractors, and private owners relative to construction and maintenance of private structures and sewer facilities.
- Prepares reports responding to other City departments on engineering and Public works matters.
- Provides information to the public, response to and resolve citizen inquires and complaints.
- Secures various easements on City's behalf.
- Answers correspondence.

OTHER JOB RELATED DUTIES

Reviews planning projects for impact on City's facilities and recommends conditions of approval in absence of Senior Civil Engineer.

Performs related duties and responsibilities as required.

Performs duties of other staff members during their absence including answering phones, making inspections, and reviewing planning projects.

JOB REQUIREMENTS AND ESSENTIAL QUALIFICATIONS EMPLOYMENT STANDARDS

Knowledge of:

- o Principles and practices of civil engineering.
- o Principles and practices of traffic engineering.
- o Pertinent State, Federal and local rules, regulations and ordinances.
- o Methods, materials and techniques used in construction of public works projects.
- o Personal computers
- o Risk management

Ability to:

- o Understand and interpret engineering construction plans, specifications, and geotechnical reports.
- o Analyze problems, identify alternative solution and prepare report recommending appropriate solution
- o Apply City's adopted policies and ordinances to a variety of problem situations related to Public Works.
- o Resolve conflicts with contractors and private citizens without compromising City standards.
- o Communicate clearly and concisely both orally and in writing.
- o Establish and maintain cooperative working relationships with Council, staff, contractors and citizens.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience

- o Four years of increasingly responsible engineering experience, including adequate experience in the field of construction.

Training

- o Graduation from an accredited college or university with a Bachelor of Science degree in Civil Engineering.

License or Certificate

- o Possession of or ability to obtain an appropriate valid driver's license issued by the State of California.
- o Possession of or ability to obtain a valid Engineer in Training Certificate from the California State Board of Registration for Professional Engineers.

Effective Date December 16, 2011

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