



EMPLOYMENT OPPORTUNITY

Associate Civil Engineer

(Engineering Division)

Salary: \$7,360 month /G20, Step1

Filing Deadline: Open until filled

*The City of El Centro is seeking to fill a vacant full-time position of Associate Civil Engineer in the City of El Centro Public Works Department/Engineering Division. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above. * A copy of the City's Job/Grade Classification and Salary Schedule for all positions is available on the City's website; www.cityofelcentro.org*

SUMMARY: Under general supervision, review and analyze subdivision plans and proposals for improvement; research and apply City policies regarding engineering construction, bonding and permits; plan, coordinate, and review engineering studies and prepare related reports; serve as project manager regarding public improvements and/or engineering projects, as assigned; assign and monitor tasks given to support staff; and perform other duties, as assigned.

DISTINGUISHING CHARACTERISTICS: This position receives general supervision from the Principal Engineer and Director of Public Works/City Engineer and may provide work direction to regular or temporary employees. Work assignments require frequent interaction with the public, department heads and other employees.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include tasks, knowledge, skills and other characteristics. The following is not a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Research, plan, and review a variety of public and private engineering projects.
- Work in conjunction with developers, professional engineers, technical or special consultants, City staff, and property owners regarding a variety of engineering projects and serve as the primary point-of -contact.
- Conduct an initial review of the drawings and specific actions regarding construction projects.
- Issue encroachment permits.
- Coordinate field inspections of public or private construction projects and assist with the completion and filing of subdivision agreements.
- Assist with the completion and filing of subdivision agreements, process final parcel and tract maps, bonds, deeds, and other documents needed for the filing of such maps.
- Explain project review practices, inspection procedures, field change orders, and engineering documentation requirements to parties related to the engineering project.
- Review engineering plans with regard to materials requested and the expenses to be incurred.
- Prepare bond and fee letters required to initiate projects.
- Prepare recommendations regarding engineering conditions and mitigation measures for major public improvement and private development projects.
- Prepare recommendations regarding proper drainage and grading requirements.
- Serve as Project Manager for public improvement projects, as assigned, monitor expenditures and grant compliance requirements.
- Coordinate the review of funding applications and analysis of engineering fee structures.

- Research adequacy of storm drainage systems and related public improvements projects.
- Perform engineering analyses and prepare reports, correspondence and departmental recommendations.
- Prepare plans and specifications for public improvement projects, as assigned.
- Conduct bid process of public improvement projects.

The preceding activities have been provided as examples of the types of work performed by persons assigned to this position. The City reserves the right to add, modify, change or rescind work.

EDUCATION:

Must meet ONE of the following options:

- Engineering-in-Training (EIT) Certificate issued from a state licensing board with ability to obtain Professional Civil Engineer within two (2) years.
- Current licensure as a Professional Civil Engineer within the State of California.

EXPERIENCE:

- Three (3) years of professional engineering experience, including one (1) year design and plan review of public improvement, review private development projects and maps, or serving as construction manager for public improvement projects.

HIGHLY DESIRABLE:

- Computer-Aided Drafting and Design (CADD) experience.
- Geographic Information Systems (GIS) technology experience.
- Valid professional engineering certifications.
- Water and wastewater engineering experience.
- Technical writing experience.

LICENSE:

- Current California Class C driver's license and acceptable driving record must be maintained.

Required Knowledge, Skills and Abilities:

- Knowledge of civil engineering principles, concepts, and practices.
- Knowledge in general design, layout, and construction practices for public improvement projects such as streets, storm drains, grading, landscaping and trail ways.
- Knowledge in developing subdivision plans related to the field of engineering.
- Knowledge of project management principles and practices, including supervision of construction for purposes of securing compliance with plans and specifications.
- Knowledge of the Capital Improvement Program budgeting and funding practices.
- Knowledge in developing a variety of engineering projects in addition to the permit process.
- Skills in applying advanced mathematical concepts.
- Skills in the operation of a computer terminal and apply spreadsheet and word processing programs.

- Ability to read and interpret specifications to ensure that plans are drawn to scale.
- Ability to track the status of projects and issue permits in accordance with established procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare and/or analyze engineering plans and specifications to ensure compliance with City standards and governmental requirements.
- Ability to prepare departmental correspondence; prepare and present analyses, studies, staff, and special reports.
- Ability to manage and/or monitor public improvement and private development projects.
- Ability to establish and maintain effective relationships with staff, consultants, developers, contractors, inspectors, utilities personnel, homeowners, and other representatives.

Environmental Factors and Conditions/Physical Requirements:

- Work is routinely performed in office environments with exposure to inclement weather and varying temperatures.
- Frequently required to use hands to finger, handle, grip, grasp or feel objects, tools or controls.
- Frequently required to reach forward, upward, downward with hands and arms.
- Required to drive City vehicles that have either an automatic and standard transmission.
- Frequently required to stand on concrete, asphalt and soft soil surfaces.
- Frequently required to stoop, kneel, crouch, or sit to perform duties.
- Frequently lift and/or move up to 40 pounds and occasionally up to 60 pounds.
- May occasionally be required to use a ladder and must maintain balance during this activity.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.