



Office of Human Resources
Engineering Associate Senior - CE1474
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General Statement of Duties

Performs a variety of professional assignments that support engineering operations and functions and applies technical engineering knowledge and principles to an area(s) of responsibility.

Distinguishing Characteristics

This class performs a variety of professional assignments that support engineering operations and functions. This class is distinguished from the Project Manager I class that performs professional level project management work on projects from inception to completion by managing and coordinating departmental projects which includes organizing, administering, and monitoring one or more projects.

A Senior Engineering Associate performs some of the same duties as a Project Manager I; however, employees in this Senior Engineering Associate class generally work on on-going, single-focused maintenance projects/contracts. Whereas, a Project Manager I works on projects that are carefully planned and an organized effort to accomplish a specific one-time effort/endeavor and undertaken to achieve a particular aim. Project management includes developing a project plan, defining project goals and objectives, specifying tasks, determining how goals will be achieved and what resources are needed, and associating budgets and timelines for completion. It also includes implementing the project plan along with careful controls to stay on the "critical path" that is to ensure the plan is being managed according to the plan. Project management usually follows major phases including project planning, implementation, evaluation, and support/maintenance.

Level of Supervision Exercised

By position, supervises technical staff.

By position, performs lead work over technical and/or clerical staff.

Essential Duties

Provides support to engineering functions/operations by coordinating work and managing contracts, confers with managers/engineers to establish the scope of work, develops bid documents and cost estimates, prepares contract documents and specifications, determines work schedules, and prepares work orders, change orders, and notices to proceed documents.

Monitors the progress of contractors' work as it related to engineering and city design specifications, coordinates work with other city agencies, inspects work to ensure compliance with regulations, codes, and standards, and processes payment applications and final acceptance documents.

Conducts studies and/or investigations to identify hazardous/unsafe conditions and establishes priorities for contracts based on public safety and the most efficient use of available resources.

Conducts detailed plan review of complex development and/or capital improvement construction plans and drawings to ensure accuracy and compliance with applicable laws, codes, design specifications, and standards, recommends adjustments/changes to bring plans into compliance, calculates charges and fees, and issues permits.

Participates in the design and development of system components and utilizes computer modeling software in the preparation of construction plans.

Assists in evaluating and analyzing various city systems to ensure systems are properly installed and maintained and recommends potential systems improvement.

Coordinates work assignments with affected utilities, other city agencies, outside governmental municipalities, business and/or community groups, the public, and other stakeholders.

Prepares various reports and maintains files and records related to the assigned area(s).

By position, performs supervisory duties including evaluating employees' performance, resolving problems, training, assigning and reviewing work, and other elements of supervision.

By position, performs lead work including providing performance feedback, furnishing information for the formal performance evaluation, solving problems, and assigning and reviewing work.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and makes recommendations.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of the principles, methods, and tools of quality assurance, quality control, and reliability used to ensure that a project, system, or product fulfills requirements and standards.

Knowledge of occupational health and safety, investigation and inspections techniques, rules, regulations, and prevention techniques for the protection of people, data, and property.

Education Requirement

Bachelor's Degree in Engineering or related field.

Experience Requirement

Three (3) years of technical engineering experience.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-812

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: