



## Office of Human Resources Engineering Associate - CE0399

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### General Statement of Duties

Performs a variety of technical support assignments that support engineering operations and functions and performs office and field engineering work.

### Distinguishing Characteristics

This class performs a variety of technical support assignments that support engineering operations and functions. This class is distinguished from the Senior Engineering Associate that 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.

### Essential Duties

Monitors specific engineering projects such as right of way construction, residential lighting programs, facility signage and design, traffic signal control system installation and maintenance, drafting of facility maps, waste and sanitary water systems, outside contracted construction work, or related work.

Performs project review and evaluation by checking basic engineering calculations to ensure compliance of project to engineering, safety or design requirements, and city ordinances, recommends appropriate action(s) for compliance issues, and may need to perform field inspections of projects.

Performs engineering office assignments including completion of various reports, location and availability of sewer connections, researching legal guidelines, development agreements, and bond files, and provides information to the public, developers, contractors, and other agencies.

Performs on-site inspections to verify compliance and monitors compliance through collection of samples for laboratory analysis.

Prepares and issues permits for construction work, street occupancy, special events, or meter sacking and coordinates with other departments and agencies as needed.

By position, assists with pre-bid conferences and pre-construction meetings.

By position, uses computerized programs for traffic control systems and drafting duties.

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.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

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

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

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

### Knowledge & Skills

None

### Level of Supervision Exercised

By position, performs lead work.

### Education Requirement

Associate's Degree in Engineering or a related field.

### Experience Requirement

Two (2) year of sub-professional engineering, surveying, drafting, or related work.

### 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

Hazards: conditions where there is danger to life, body, and /or health.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Potential exposure to extremes of heat and cold in all weather conditions.

Potential exposure to hazardous chemicals.

### 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.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Reaching: Extending the hands and arms or other device in any direction.  
Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Standing: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Talking: Communicating ideas or exchanging information.  
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.  
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.  
Walking: Ability to move or traverse from one location to another.

### 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-620  
**FLSA Code:** N  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:** 6/11/2019  
**Revised By:** RF  
**Class History:** 6/11/19 - Updated working environment verbiage.