

City of San José
CLASS SPECIFICATION

Title: Associate Engineer (FT/PT) (3814/3828)
Associate Engineer (NE) (3829)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Varies	Varies	Exempt

CLASS SUMMARY

Under general direction, supervises and performs the work of staff responsible for providing professional and technical engineering support to the City's infrastructure projects and the civil, structural and life safety review of plans submitted to the City; supervises and participates in the preparation and review of designs, improvement plans, estimates, specifications, and contract documents for engineering related projects and programs. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Associate Engineer is the third level of the engineering series. The Associate Engineer is distinguished from the Engineer I/Engineer II in that incumbents of the latter perform professional engineering work and are usually responsible for completing only a segment of an engineering program or project, whereas the Associate Engineer is responsible for supervising professional and technical staff and for performing the more complex project related engineering duties. The Associate Engineer class is distinguished from the Senior Engineer in that the latter class is responsible for management of an engineering section or unit.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

A Bachelor's degree from an accredited college or university in the required professional engineering discipline or possession of an Engineer-in-Training (EIT) certificate, and three (3) years of increasingly responsible professional engineering experience.

Acceptable Substitution

A Master's degree from an accredited college or university in the required professional engineering discipline may be substituted for one (1) year of professional engineering experience.

Exception

Associate Engineers working in the Building Division as plan reviewers must have four (4) years of progressively responsible experience in professional civil engineering work with at least two (2) years of experience in design and construction of buildings. An EIT certificate is not acceptable as replacement for the required Bachelor's degree.

Required Licensing (such as driver's license, certifications, etc.)

- Certificate of Registration in a relevant professional engineering discipline may be required for some positions. All plan reviewer positions in the Building Division require registration as a Civil Engineer or Architect with the State of California.
- Possession of a valid State of California driver's license may be required.
- Other licenses or certifications may be required for particular positions.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.
- Computer Skills - MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking - Approaches a problem or situation by using a logical, systematic, sequential approach.
- Creativity – Addresses objectives and problems while questioning traditional assumptions/solutions in order to generate creative ideas and new ways of doing business; exhibits creativity and innovation when contributing to organizational and individual objectives; seeks out opportunities to improve, streamline, reinvent work processes.
- Decision Making – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.
- Planning - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Problem Solving – Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Project Management - Ensures support for projects and implements agency goals and strategic objectives.
- Supervision: Sets effective long and short-term goals based on good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*

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1.	Reviews plans, specifications, calculations, and mapping for compliance with governing laws, codes, ordinances, and regulations within assigned area which includes, but is not limited to, City engineering infrastructure projects and the civil, structural and life safety review of plans submitted to the City; conducts independent engineering analyses and studies on proposed infrastructure and buildings when required to affirm the structural safety of design; prepares technical plan review reports and correspondence to inform concerned stakeholders of findings and decisions; documents project details within specialized databases; may issue permits upon stakeholder compliance with findings and required actions.	Daily/Several Times
2.	Supervises staff to include: prioritizing and assigning work, conducting performance evaluations, and ensuring staff is trained; makes recommendations on staff hiring, termination, and disciplinary actions.	Daily
3.	Supervises and participates in the preparation and review of designs, improvement plans, estimates, specifications, and contract documents for construction projects or other engineering related projects that are prepared by subordinates and consultants engaged by the City.	Daily
4.	Supervises the collection of field data; analyzes complex engineering data and technical reports; evaluates alternatives to reach sound conclusions and prepares recommendations.	Daily
5.	Manages a diverse range of civil engineering projects and operations in an assigned functional area, which may include, but is not limited to, City infrastructure, and sewer and water systems; projects require coordination with other City departments and divisions, regulatory and other outside agencies, private sector businesses and technical consultants; manages project life cycle including all phases of design, development, testing, and implementation.	Daily
6.	Communicates and advises professional engineers, architects and other stakeholders on the interpretation and application of professional standards and code requirements, in the design, review and analysis of buildings and structures.	Daily
7.	Works closely with other departments to ensure that stakeholders are afforded expedited and integrated services from the City in the review, comment and processing of project plans, specifications and permits.	Daily
8.	Negotiates, prepares and manages consultant agreements; administers the contract; interprets plans and specifications; resolves field problems; performs final inspections, and follows through with acceptance of project.	Daily
9.	Develops and prepares Request For Proposals; assembles plans and specifications, and prepares bidding documents; reviews and evaluates proposals and participates in the selection of consultants and contract awards.	Daily
10.	Represents the City with contractors, consulting firms, and public agencies, and at public meetings concerning City policy on engineering related projects.	Daily

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11.	Conducts project field inspections/reviews which include, but are not limited to, overseeing the work of contractors, verifying life safety and fire suppression installation, and investigating property lines, rights-of way, and easements; ensures compliance with project specifications, and approved plans, codes, standards and ordinances; prepares technical documentation on field inspections/reviews and findings; provides direction and guidance to field inspection staff on project related decisions and operations.	Daily
12.	Performs other related duties as assigned	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to field inspection, possess ability to:

- Work in and inspect changing site conditions and work in progress;
- Perform light to medium physical work, including climbing/descending ladders;
- Operate a motor vehicle and visit various City sites;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, inclement weather conditions, road hazards, vibration, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants;
- Lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment.

CLASSIFICATION HISTORY Created 5/84, Rev. 7/84, Rev. & Ret. 9/91, Rev. 12/96, Rev. 6/02, Rev. 10/15, Rev. 09/17; s006