CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Public Works

POSITION: Associate Civil Engineer

SALARY: $6,614.02 - $7,885.51 per month
Range 36

EXAM TYPE: N/A

DUTIES: See job description

QUALIFICATIONS:

Training and Experience- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these abilities and knowledge would be:
Bachelor's degree from accredited college or university in civil engineering or related field and an minimum of five years of increasingly responsible complex civil engineering experience involving civil engineering design, construction, maintenance, or operation of public works projects and activities. This experience should show proven leadership capabilities supervising/directing the work of technical experts and field personnel.

Licenses/Certificates- Registration as a Civil Engineer issued by the California Board of Professional Engineers and Land Surveyors. Valid California class C driver's license.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: Open until filled
(Posted 10/24/2016)

CITY OF BRAWLEY
ASSOCIATE CIVIL ENGINEER

DEFINITION:

Under direction performs, coordinates and/or directs the design and construction of municipal public works projects; supervises engineering technicians and professional engineering firms under contract with the City of Brawley. This position is also responsible for the maintenance of the City's Capital Improvement Program (CIP). This position reports to the Public Works Director.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Manages, supervises, and directs the engineering staff.
- Plans, organizes, directs, coordinates, and performs professional engineering work in the design, construction, and maintenance of streets, water and sewage facilities, drainage, structures, pedestrian improvements, and other type of improvements within the City right of way.
- Prepares and maintains a ten-year Capital Improvement Program.
- Applies for federal and state grants for streets, colonia areas, and airport projects.
- Prepares and implements contracts for City consultants.
- Prepares written correspondence and administrative paperwork for projects, including letters and memoranda.
- Prepares schedules, reports and cost estimates for projects and work activities.
- Inspects construction to insure that projects are proceeding appropriately and to resolve issues.
- Develops and utilizes computer analysis/data processing capabilities for engineering design and planning activities.
- Administers state and federal grant programs.
- Manages and directs consultant's performance.
- Reviews and recommends payment request from consultant and contractors (invoices, pay estimates, contract change orders).
- Oversees construction management and inspection services provided by consultants.
- Reviews and approves tentative and final maps for new subdivisions.
- Reviews environmental documents, subdivision maps, consultant designs, and permits for conformance with the City's standards, policies and procedures.
- Assists in the training and development of departmental personnel including performance evaluations.
- Helps in the selection process of personnel.
- Assists in the coordination of work of the department with the work of other departments and/or other public agencies.
- Prepares budget estimate and work programs.

- Represents the city at City Council meetings, in the community, and maintains liaison with other public and/or private agencies, attends meetings and responds to inquiries from the public and the media.
- Assists in the maintenance of files and records of departmental activities.
- Perform other duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of- Civil Engineering principles and practices as applied to the field of municipal public works including planning and development; hydraulic engineering; hydrology theory applied to drainage systems; design, construction, operation, and maintenance of municipal works as well as knowledge of Caltrans specifications, policies and procedures; environmental regulations such as CEQA, NEPA, NPDES, MS4, SWPPP; method of preparing specifications, estimates, reports, and recommendations relating to municipal and proposed public works facilities; survey procedures; contract law; principles and practices of organization, administration, economics, budget, and personnel management; use and design of drafting software; design aides such as spread sheets, word processors, AutoCAD, hydraulic and related software.

Ability to- Conceptualize engineering problems and design effective solutions; prepare and/or review plans and specifications for streets, water, sewer and storm drain system, and other public works projects; prepares comprehensive and complex technical reports; communicate clearly overall an in writing; develop and maintain effective working relationships with subordinates, public commissions and organizations, City officials, and other governmental agencies; and supervise, train, motivate and evaluate staff.

Training and Experience- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these abilities and knowledge would be:

> Bachelor's Degree from accredited college or university in civil engineering or related field and a minimum of five years of increasingly responsible complex civil engineering experience involving civil engineering design, construction, maintenance, or operation of public works projects and activities. This experience should show proven leadership capabilities supervising/directing the work of technical experts and field personnel.

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WORKING CONDITIONS:

WORK ENVIRONMENT:

Revised October 2016

While performing the duties of this job, the employee frequently works in a well lighted office environment with climatically controlled temperature; the employee frequently works near moving mechanical parts; the employee frequently works in high precarious places; the employee frequently works in outside extreme weather conditions, hot or cold, dusty, windy, noisy, rainy; the employee is frequently exposed to wet and/or humid conditions; the employee is frequently exposed to fumes and airborne particles; the employee is frequently exposed to vibration while riding along uneven roads.

The noise level in the work environment is usually quiet to loud while out in the field.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit for hours in front of a computer, in meetings, in a vehicle; the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; the employee is frequently required to reach forward, downward and upward with hands and arms; the employee is frequently required to talk on a one-to-one basis or over the telephone; the employee is frequently required to hear or listen to conversations on a one-to-one basis or over the telephone; the employee is frequently required to stand for hours and walk long distances; the employee is frequently required to walk on carpet, tile and concrete surfaces; the employee frequently climbs inclined surfaces composed of soil, gravel, and sand at construction sites and that requires the employee to maintain balance; the employee will occasionally stoop, kneel, crouch and crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.