



City of Mill Valley

ASSOCIATE ENGINEER

Job Description

DEFINITION

Performs professional engineering work of average difficulty in municipal public works construction and maintenance projects; performs related work as required.

SUPERVISION EXERCISED

Reports to Public Works Director or designee.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Reviews and approves grading and encroachment permit applications for private work.
- Coordinates road closure requests.
- Coordinates, reviews and approves utility encroachments for compliance with City standards.
- Develops, reviews and approves traffic control plans as required by City, utility company, and private work.
- Calculates base flood elevations.
- Determines flood zones.
- Performs traffic engineering studies.
- Consults with public and private agencies and engineers, contractors, and private owners relative to construction and maintenance of private structures and sewer facilities.
- Prepares reports responding to other City departments on engineering and Public works matters.
- Provides information to the public, response to and resolve citizen inquires and complaints.
- Secures various easements on City's behalf.
- Answers correspondence.

Other job-related duties include but are not limited to:

- Reviews planning projects for impact on City's facilities and recommends conditions of approval in absence of Senior Civil Engineer.
- Performs duties of other staff members during their absence including answering phones, making inspections, and reviewing planning projects.
- Performs related duties and responsibilities as required.

Requirements:

Knowledge of:

- Principles and practices of civil engineering.
- Principles and practices of traffic engineering.

- Pertinent State, Federal and local rules, regulations and ordinances.
- Methods, materials and techniques used in construction of public works projects.
- Personal computers
- Risk management
- Best practices of personnel management.

Ability to:

- Supervise consultants and personnel.
- Understand and interpret engineering construction plans, specifications, and geotechnical reports.
- Analyze problems, identify alternative solution and prepare report recommending appropriate solution
- Apply City's adopted policies and ordinances to a variety of problem situations related to Public Works.
- Resolve conflicts with contractors and private citizens without compromising City standards.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain cooperative working relationships with Council, staff, contractors and citizens.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: four (4) years of increasingly responsible engineering experience, including adequate experience in the field of construction.

Training/education: graduation from an accredited college or university with a Bachelor of Science degree in Civil Engineering.

Licenses or Certificates:

- Possession of or ability to obtain an appropriate valid driver's license issued by the State of California.
- Possession of or ability to obtain a valid Engineer in Training Certificate from the California State Board of Registration for Professional Engineers.

OTHER:

FLSA Status: Exempt

Bargaining Unit: N/A

Approved by:

Date: