

CITY OF GLENDALE

TITLE:	Associate Civil Engineer	CLASS CODE:	749
REPORTS TO:	Assistant City Engineer	GRADE:	27
DEPARTMENT:	Engineering	FLSA:	E

JOB SPECIFICATION DATE: **March 16, 2007 kd**

JOB SUMMARY

Plans, designs and manages public works projects. Provides project management on assigned projects.

ESSENTIAL FUNCTIONS

1. Plans, designs, and manages public works projects.
2. Manages the work of outside consultants; develops schedules for bidding and construction; selects bidders; approves payment to contractors and consultants.
3. Prepares, and reviews project schedules; investigates and resolves schedule problems.
4. Provides inter department liaison activities to negotiate mutually agreeable designs and projects.
5. Provides technical direction and assistance and project management to department staff.
6. Provides technical assistance to staff technicians, developers, and consultants regarding engineering projects.
7. Responds to, and resolves citizen inquiries and complaints regarding engineering projects or infrastructure.
8. Approves materials, methods, cost estimates, equipment, specifications and related documents.
9. Prepares and presents written and oral reports on public works projects for City management and the public.
10. Performs research, analyzes findings, prepares recommendations for infrastructure planning needs.
11. Assists in the development of the division budget and the public works capital improvement budget.
12. Represents the City on professional and technical committees.

SECONDARY FUNCTIONS

13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Project management and supervisory practices
- Public works design, standards and construction and the methods, materials and techniques used in the construction of public works projects
- City and state laws, ordinances and regulations governing municipal engineering
- A city public works infrastructure
- Basic contract law, bond and insurance requirements
- The theory, principles and practices of civil engineering

Ability to:

- Develop and monitor a project budget
- Make decisions regarding project priorities, costs, and alternatives
- Perform research, analyze findings, prepare and present reports to City management
- Communicate effectively both verbally and in writing
- Establish and maintain effective working relationships with city staff and the public
- Operate a computer and engineering applications

WORKING CONDITIONS

Office setting with occasional field inspections of projects

MINIMUM QUALIFICATIONS

Bachelor's Degree in Civil Engineering, Construction Engineering or a related field and one year of experience working in civil engineering design, construction, surveying, inspections, or a related field.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

Designation as an Engineer- in -Training in the State of Arizona
Valid Arizona Driver's License