



Town of Moraga

Associate Engineer

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

Established: February 28, 2024
Employee Group: Mid-Management/Professional
FLSA Status: Exempt

CLASSIFICATION DESCRIPTION

Purpose

Under general supervision, performs advanced professional field and office engineering work related to the management and administration of the Town's Capital Improvement Program (CIP), land development, traffic engineering, and public works infrastructure construction and maintenance projects; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; develops, negotiates, and manages professional services and construction contracts; provides professional staff assistance to other engineers, departments, and the public in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

Distinguishing Characteristics

This is a journey-level class in the professional engineering series. Incumbents are expected to perform the full range of professional and technical engineering work for the Town's CIP, land development, traffic engineering, and public works infrastructure construction and maintenance projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions at this level are distinguished from the Assistant level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. This class is further distinguished from the Senior Engineer in that the latter is the full supervisory level class in the series and/or has ultimate responsibility for organizing, assigning, supervising, and reviewing a major functional area of the Engineering Division.

Supervision Received and Exercised

Receives general supervision from assigned supervisory and managerial staff. Exercises no direct supervision of staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Manages the planning, design, and inspection of all phases of civil engineering public works construction projects, including defining the scope of the project; securing adequate funding from Federal and State grant programs and other funding sources; coordinating with permitting and public utility agencies; performing historical document

research and review; preparing environmental documents; applying engineering principles and practices to specific problems; coordinating construction schedules with other projects and agencies; preparing and reviewing cost estimates; and inspecting construction of projects to ensure compliance with construction documents.

- 2. Reviews various private land development applications as related to the right-of-way; provides assistance to the Planning department during the entitlement phase; serves as lead coordinator during the improvement plan and final map phase; reviews and comments on plans submitted by developers for compliance with established standards; and ensures public improvements are built per approved plans.
- 3. Performs traffic engineering and transportation planning for the planning, design, operation, and maintenance of the Town's transportation system; and ensures compliance with laws, rules, regulations, and ordinances.
- 4. Reviews construction plans prepared by consulting engineers and private contractors to verify compliance with Town requirements and for conformance with regulations; reviews engineering calculations of other engineers or consultants; participates in pre-design, construction, and progress meetings.
- 5. Prepares bid advertisements for the construction of capital improvement projects; issues addendums to clarify plans and specifications; conducts pre-bid and site meetings with contractors; reviews and analyzes bid openings for lowest responsible and responsive bidder; and prepares staff reports for award of contracts.
- 6. Develops Requests for Qualifications (RFQs) and Request for Proposals (RFPs); participates in the selection of consulting engineers and professional services; negotiates scope-of-work, fees, and schedules; administers and tracks related contracts; and reviews and approves contract work and invoice payments.
- 7. Identifies and defines potential CIP projects; develops project descriptions and conceptual level project costs; identifies potential funding sources.
- 8. Provides construction management of municipal public work projects; performs routine field inspections, surveys, and testing; informs management of work in progress, operating problems, and potential delays; resolves disputes between the Town and contractors; negotiates and recommends contract change orders and progress payments; and archives files, record drawings, and base maps at project closeout.
- 9. Meets and confers with contractors, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring information and coordinating engineering matters; provides information regarding Town development requirements.
- 10. Investigates field problems affecting property owners, contractors, and maintenance operations; responds to and resolves various issues with residents, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action.
- 11. Serves as a liaison for an assigned functional area with other Town departments, divisions, and outside agencies; attends meetings, as necessary; participates on a variety of boards, commissions, committees, and task forces; attends and participates in professional groups; stays abreast of new trends and innovations.
- 12. Develops and reviews staff reports related to engineering activities and services; may present information to the Town Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- 13. Provides excellent customer service; confers and coordinates with those within or outside the Town staff and provides written and oral responses to a variety of inquiries and problems regarding municipal engineering policies, procedures, and standards.
- 14. Performs other duties as assigned.

PHYSICAL AND MENTAL STANDARDS NEEDED FOR TYPICAL JOB FUNCTIONS

Physical: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

Mental: While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with other staff, officials and the public. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

QUALIFICATIONS

Education and Experience: Any combination of experience and education that would provide the required knowledge and abilities is qualifying. Generally, this will require:

- Three (3) years of increasingly responsible professional engineering experience involving capital improvement projects, development services, and traffic engineering. Project management and municipal engineering desired.
- Bachelor of Science Degree from an accredited college or university in Civil, Structural, or related engineering curriculum.

License or Certificate: Failure to possess or maintain the valid required registration and license shall result in discipline up to and including termination of employment. This classification requires the ability to travel independently within and outside of Town limits.

- Registration as a Civil Engineer and/or registration as a Traffic Engineer issued by the California State Board of Professional Engineers.
- A valid California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Knowledge and Abilities:

- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of a wide variety of municipal facilities, miscellaneous buildings and structures, and traffic and transportation systems.

- Civil and transportation engineering principles, concepts, standards, and practices associated with public works programs and private development projects.
- Principles and practices of environmental impact assessment and related regulatory processes
- Project management and contract administration principles and techniques.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Analyze and interpret engineering plans and specifications in accordance with design requirements and applicable standards and regulations.
- Manage and monitor complex projects on-time and within budget.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Assist in the development and administration of contracts for professional services and construction in a public agency setting; direct the work of contract consultants.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and Town engineering policies and procedures.
- Perform mathematical and engineering computations with precision.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, and various business, professional, and regulatory organizations and individuals.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, legal descriptions, and other written materials.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

***The employer will make reasonable accommodation in compliance
with the Americans with Disabilities Act of 1990.**