



**City of Laguna Niguel
Job Description**

ASSOCIATE CIVIL ENGINEER

Middle Management, Professional, and Supervisory Unit
FLSA: Exempt

DEFINITION

Review and analyze engineering subdivision plans and proposed improvements; research and apply City policies regarding engineering construction and permit processes; coordinate plan review and approval; oversee capital improvement projects; draft related staff reports.

SUPERVISION RECEIVED AND EXERCISED

Receives general guidance and direction from Senior Civil Engineer.

May exercise general supervision over Public Works Inspectors as needed and as assigned.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ For subdivisions: review or plan check private project development plans and final maps for compliance with codes, regulations, and standards or arrange for and oversee contract plan check; submit bonds and subdivision agreements to City Council for approval or exoneration.
- ◆ For permit process: supervise encroachment and transportation permit issuance function; recommend trench paving standards; coordinate semi-annual utility coordination meetings to maintain proper relationships with the various utility companies.
- ◆ For capital improvement projects: serve as project manager on projects assigned by Senior Civil Engineer; coordinate the preparation of engineering plans and specifications; coordinates required advertising; reviews construction bids and makes recommendations regarding the selection of consultants; perform field reviews; recommend approval of contract change orders; supervise project inspectors.
- ◆ Responds to inquiries concerning streets, drainage, and other Public Works issues; evaluate issues and options regarding Public Works and make recommendations.
- ◆ Prepare staff reports to City Council when necessary.
- ◆ Coordinate with Community Development staff regarding grading issues involving public property.
- ◆ Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ◆ Civil engineering principals, practices, and methods as applicable to a municipal setting.
- ◆ Terminology, methods, practices, and techniques used in civil engineering report preparation.
- ◆ Modern office methods, procedures, and computer equipment.

Ability to:

- ◆ Communicate effectively, both orally and in writing, with fellow employees, consultants, contractors, City officials, and the general public.
- ◆ Develop, review, and modify various technical plans, designs, and specifications.
- ◆ Manage capital improvement projects.

Experience and Training:

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

Minimum of two years of previous professional civil engineering experience.

Graduation from a four-year college or university with a degree in Civil Engineering or registration as a Professional Civil Engineer in the state of California.

Licenses:

Possession of a valid California Driver's License and an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various construction sites and setting out and collecting traffic counters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand and walk; use hand to finger, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representatives of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet an/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quite to moderate.