



## Title: Associate Engineer

FLSA Status: Exempt

### BRIEF DESCRIPTION:

The purpose of this position is to review and coordinate a variety of engineering projects, analyze and interpret construction and planning documents, review technical reports and plats, and provide information and assistance to the public, management, and staff, coordinates future CIP projects through the development of scopes of work and cost estimates, monitors on-going construction projects to verify that schedules and budgets are being maintained. This is accomplished by 1) completing plan reviews, providing technical support, coordinating work with staff, and providing assistance to the public, 2) designing, reviewing, and managing infrastructure and public improvement projects, provide engineering solutions for problems, prepare and execute capital improvement plans and projects, and to analyze and interpret construction and planning documents, or 3) identify needs, developing and reviewing plans and specifications, designing solutions, coordinating with departments, reviewing proposals and plan documents, coordinating inspection, and responding to inquiries. Other duties include preparing maps and legal descriptions, reviewing engineering calculations, assisting with revisions and updates, managing agreements with other agencies, updating guides, legal descriptions, reviewing engineering calculations, assisting with revisions and updates and coordinating activities with other departments and agencies.

### ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions-Development
1	L	Reviews plans and documents by interpreting materials, enforcing design guides, enforcing all local, state and federal requirements, and reviewing construction plans.
2	L	Provides technical support by assisting inspectors, interpreting plans, resolving problems, conducting field visits, coordinating activities with other departments, responding to inquiries, creating and revising standards, and preparing recommendations.
3	S	Forecasts costs by reviewing and amending budgets, monitoring expenditures, forecasting future needs, preparing estimates, preparing schedules, writing grant applications, and establishing staffing requirements.



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4	S	Complete design and review by reviewing projects, checking details and layout, verifying ordinance compliance, reviewing proposals for engineering solutions, coordinating efforts with related areas, estimating quantities and costs, preparing estimates, verifying submitted bids, and responding to related inquires.
5	S	Monitors code compliance by reviewing drawings and design for compliance, meeting and coordinating with other agencies, assisting with development of ordinances, standards and codes, and researching new methods.



#	Code	Essential Functions-CIP
1	S	Prepare and administer the annual budget by forecasting expenditures, presenting proposals and capital projects for approval, authorizing payments and monitoring expenditures for recommended adjustments.
2	S	Coordinate with external agencies by notifying agencies of impact of projects or work, writing statements of work, attending board meetings and conferences, composing agreements between agencies, competing risk studies, prioritizing projects, and facilitating meetings to discuss projects.
3	S	Manages projects by scheduling and facilitating regular update meetings, ensuring compliance with plans and specifications, inspecting workmanship and materials, scheduling and competing inspections, coordinating efforts with contractors and agencies, coordinating change orders, and reviewing and processing payments.
4	L	Provides technical support by assisting inspectors, interpreting plans, resolving problems, conducting field visits, coordinating activities with other departments, responding to inquiries, creating and revising standards, and preparing recommendations.
5	S	Forecasts costs by reviewing and amending budgets, monitoring expenditures, forecasting future needs, preparing estimates, preparing schedules, writing grant applications, and establishing staffing requirements.
6	S	Completes design and review by reviewing projects, checking details and layout, verifying ordinance compliance, reviewing proposals for engineering solutions, coordinating efforts with related areas, estimating quantities and costs, preparing estimates, verifying submitted bids, and responding to related inquires.
7	S	Monitors code compliance by reviewing drawings and design for compliance, meeting and coordinating with other agencies, assisting with development of ordinances, standards and codes, and researching new methods.
8	S	Manages project design and construction projects by preparing statements of work, participating in the procurement process, preparing reports, coordinating and conducting public meetings, coordinating work with departments and staff, monitoring design and construction activities, and maintaining schedules.



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over one year up to and including three years experience.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has limited fiscal responsibility. May assist in the collection of data in support of recommendations for departmental budget allocations. May monitor division or program/project level budget and expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid driver's license



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously <small>2/3 or more of the time.</small>	F Frequently <small>From 1/3 to 2/3 of the time.</small>	O Occasionally <small>Up to 1/3 of the time.</small>	R Rarely <small>Less than 1 hour per week.</small>	N Never <small>Never occurs.</small>
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Making presentations, observing work site, observing work duties, communicating with co-workers
Sitting	F	Desk work, meetings, driving
Walking	F	To other departments/offices, around work site
Lifting	F	Supplies, files
Carrying	F	Supplies, files
Pushing/Pulling	R	File drawers
Reaching	F	For supplies, for files
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	From computer to telephone, getting inside vehicle
Climbing	R	Stairs
Balancing	R	On step stools
Vision	C	Reading, computer screen, driving, observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers and related software, vehicle, camera

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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<b>-Health and Safety Factors-</b>	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	R

<b>-Environmental Factors-</b>	
Respiratory Hazards	S
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

**PROTECTIVE EQUIPMENT REQUIRED:**

Protective clothing, safety footwear, protective eyewear, hard hat

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop			
Recreation/Neighborhood Center			