CITY OF SANTA CRUZ
ENGINEERING ASSOCIATE

Reports to:	**Assistant Director of Public Works**
Supervises:	**Supervises Assistant Engineers, Engineering Technicians, Inspectors and other staff as assigned**
Bargaining Unit:	**Management**

BASIC FUNCTION

Under direction, performs complex professional engineering work involved in the management, planning, design, construction and maintenance of City Public Works engineering projects, programs and facilities. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the professional engineering series. Incumbents perform senior level engineering work in the design and construction of public works projects and supervise professional and technical staff in the implementation of projects and programs.

TYPICAL DUTIES *(May include, but are not limited to the following):*

- Acts as design team leader for public works engineering projects, programs, facilities and development review; directs and manages professional engineering and survey work.
- Prepares designs, specifications and plans for public works projects by researching map and benchmark information, developing cost estimates, bid documents and technical engineering reports; writes legal descriptions.
- Administers construction contracts and grants and progress payments on same; develops cost estimates, bid documents and technical engineering reports.
- Conducts research and studies to analyze engineering aspects of projects; makes recommendations on contract specifications and change orders.
- Prepares and/or interprets blueprints, maps, change orders or construction plans to recommend engineering improvements and changes due to unusual field conditions not addressed and specified in the original plans and specifications
- Reviews and monitors the work of contractors and consultants for compliance with contract specifications; evaluates and makes recommendations for unusual field conditions or unique project needs; monitors compliance with appropriate regulatory agencies.
- Supervises and performs field survey work as it applies to public works capital improvement and construction project.
- Prepares staff and other written reports and makes oral reports and presentations before the City Council, Commissions and Boards, as required.

- Responds to inquiries and resolves complaints relative to assigned projects.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Working knowledge of:

- engineering design principles, practices, and methods as they apply to planning, design and construction of capital improvement projects, public works programs, facilities and development review.
- field operations as applied to public works projects.
- topographic and construction surveying and inspection.
- administration of construction and consultant contracts, grants and progress payments.
- computer equipment and software used in drafting and engineering application.
- Subdivision Map and California Environmental Quality Act.

Demonstrated ability to:

- review, interpret and prepare specifications, construction plans and maps.
- design and evaluate engineering plans for public works engineering projects..
- administer large and/or complex construction contracts and change orders.
- perform private land development review.
- perform cost estimates and evaluate bid documents
- communicate effectively, both orally and in writing.
- establish and maintain effective working relationships with those contacted in the course of performance of duties.
- supervise, train and evaluate the performance of staff.

Education and Experience

Any combination of education and experience that provides the knowledge and abilities required above is qualifying. A typical way to obtain these qualifications would be:
A Bachelor's degree in engineering or a related field and three (3) years experience in public works projects, programs and facilities, or

- Three (3) years of college level engineering courses and three (3) years of related experience, plus possession of an Engineer in training certificate, or
- Two (2) years of college level engineering courses and six (6) years of related engineering experience.

City of Santa Cruz
Engineering Associate

Licenses

- Possession at time of hire and continued maintenance of a valid California driver's license and a safe driving record.

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