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City of Alameda  
Code No. 3140  
Revised: 11-25-91  
Approved by C.S.B.  
April 1, 1992

## ASSOCIATE CIVIL ENGINEER

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### DEFINITION

Under direction supervises and performs professional engineering work in connection with the design, construction, maintenance and plan review of street improvements, drainage structures, sewers, buildings and other public works and performs other related work as required.

### DISTINGUISHING FEATURES

This is an advanced level classification in the professional engineering series. Work in the class is distinguished from that of lower classes by the administrative responsibilities performed in supervising a group of engineering personnel and/or for assigning and reviewing major projects and requires registration as a Civil Engineer in the State of California. Selected positions are assigned to supervise and perform plan check review.

### EXAMPLES OF DUTIES

1. Supervises and participates in the design work involved in maintaining and constructing streets, sewers, drainage facilities and structures.
2. Directs the preparation of drawings, engineering cost estimates and preliminary reports for construction and improvement projects.
3. Writes specifications; reviews plans and construction for conformance to current standards and specifications.
4. Reviews building construction, improvement and repair plans and specifications for compliance with applicable building, health and safety codes and regulations, and energy conservation ordinances and regulations.
5. Writes reports and makes estimates of a specialized nature in connection with various engineering projects.
6. Determines routes, alignment, and grades for streets, and calculates earthwork quantities for excavation and filling.
7. Makes stress analyses of bridges, culverts, and building structures determining best design.
8. Designs new buildings or remodels existing structures, facilities and equipment.
9. Directs the preparation of final plans and maps.
10. Supervises, trains and evaluates assigned staff.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in civil or structural engineering or related field.

Experience: Three years of civil engineering experience at least one year of which shall have been in public works engineering.

For those positions assigned to plan check review: Three years of structural engineering plan check work.

(OVER)

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**EMPLOYMENT STANDARDS** (continuation)

Knowledge

Knowledge of civil engineering principles and practices as applied to municipal engineering including streets, storm drainage, sewers, construction, structures, etc.; civil engineering materials and equipment; drafting and mapping principles and techniques; surveying methods and instruments; building codes and standards pertaining to construction and development policies; construction methods.

Ability

Ability to perform engineering design, planning and computations; make, read and interpret construction plans, survey notes, engineering specifications and legal property descriptions; prepare engineering specifications and technical reports; interpret and apply established City policies, procedures and codes; interpret and apply complex governmental regulations; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; draw valid conclusions and project consequences of decisions and recommendations; set priorities, meet deadlines and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Other Requirements

Registration as a Professional Civil Engineer with the State of California.

For those positions assigned to plan check review: Possession of or ability to obtain within one year, International Conference of Building Officials plans examiner certification.

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

