

City of South San Francisco  
Human Resources Department

**Associate Civil Engineer**  
Class Description

**Definition**

Under general direction, performs difficult professional engineering work in the design and construction of public works, including sanitary, traffic, and mechanical projects; leads and trains lower-level engineering staff on assigned projects; and does related work as required.

**Distinguishing Characteristics**

This classification is distinguished from all other engineering classifications in that an incumbent works with minimum of supervision, performs difficult professional engineering assignments; and may also have considerable public contact work with other City departments, employees, public agencies, elected and appointed officials, and the public.

**Typical and Important Duties**

1. Prepares plans and specifications for the more difficult and complex engineering work in public works improvements, including streets, buildings, traffic, and sewers.
2. Reviews or prepares Environmental Impact Assessments or Reports for traffic and transportation issues; reviews and evaluates zone changes, subdivision, and site and design applications for traffic circulation and parking adequacy.
3. Works with public groups and individuals to resolve community concerns regarding the transportation system.
4. Reviews and checks plans submitted by consultants and engineers for conformance to established standards and specifications.
5. Prepares required engineering reports relating to street systems, deficiency studies, truck routes, and street and highway expenditures.
6. Confers with supervisors and other engineering staff during preliminary and designs stages of work and discusses technical and policy problems.
7. Provides technical engineering information to other City staff, agencies, engineers, consultants, contractors, and the public.
8. Prepares correspondence and complex engineering reports.
9. Checks the work of others in plan preparation work and coordinates the various phases of an assigned project.
10. Conducts specific technical studies and investigations.
11. Performs field checks on in-progress and completed in-house and contract construction projects.
12. Implements CIP projects and other safety improvements, working with contractors, consultants, other City staff, and state agencies.

13. May be assigned technical supervisory responsibility for lower-level classes on specific projects; trains and evaluates the work of subordinate engineering staff.
14. Performs all other related duties, as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Principles, methods, and practices of civil, sanitary, traffic, seismic, and mechanical engineering for planning, designing, and constructing municipal public works facilities, including sewers, streets, traffic, and construction projects.
- Design principles, methods, materials, and techniques used in the construction and maintenance of public works, utilities, or building construction projects.
- Laws, codes, and ordinances related to the assigned area.
- California Subdivision Map Act.
- Modern developments, current literature, and sources of information on engineering laws and regulations.
- Safety principles, practices, regulations, and procedures related to the work, including OSHA regulations.

#### *Ability to:*

- Interpret and accurately apply applicable Federal, state, and local policies, procedures, codes, laws, ordinances, and regulations.
- Prepare engineering plans, drawings, estimates, and specifications.
- Prepare construction contracts and requests for proposal.
- Conduct technical engineering research, draw logical conclusions, and make recommendations.
- Analyze, interpret, and apply information, choose among alternative courses of action, and arrive at a recommendation.
- Administer contracts.
- Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Maintain accurate and complete records.
- Direct the work of other professional and technical staff.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Make effective oral presentations.
- Establish and maintain cooperative relationships with those contacted in the course of the work, such as with employees, contractors, consultants, elected and appointed officials, and the public.
- Apply computer programs related to the work, including presentation, project management, GIS, and data management applications.
- Take a proactive approach to customer service issues.

- Work in a safe manner, following City safety practices and procedures; identify, correct, and report safety hazards.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using a personal computer and associated applications, and other engineering resources.

### **Experience and Training**

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

*Experience:* Three years of progressively more responsible professional civil, sanitary, mechanical, or traffic engineering experience preferably in a municipal or county government; with at least one year directing the work of subordinate technical, sub-professional, and professional engineering staff.

*Training:* A bachelor's degree from an accredited college or university in civil, sanitary, or mechanical engineering.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate valid California driver's license, and a satisfactory driving record.
- Possession at the time of hire and continued maintenance of a valid registration as a Professional Engineer in the State of California or ability to obtain California registration within twelve (12) months.

### **Special Requirements**

Essential duties require the following

*Physical Skills:* Able to use standard office equipment, including using a computer sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, lift and carry 35 pounds; maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read a computer screen and printed materials, including maps and plans; hearing and speech to communicate in person, over the telephone, and to make presentations; walk construction sites.

*Work Environment:* Mobility to work in a typical office setting and occasional field environment; exposure to traffic and traffic hazards; cold, heat, outdoors, chemicals, explosive materials, mechanical hazards, and electrical hazards.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours; and available for evening meetings.

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Approved: July 1995  
Revised Date: July 1997, June 2001, June 2003, March 2010, January 2024  
Former Titles:  
Abolished:  
Bargaining Unit: Mid-management  
ADA Review: 1994/95, 2003  
DOT: No  
Physical: Class 3  
Status: Classified/Exempt  
EEOC Category: EF2\EJ2  
Job Code: M115

**ADA Documentation of Essential Duties**

1. SDE
2. SWE
3. MME
4. MME
5. MWE
6. MME
7. MWE
8. SDE
9. OANE
10. MWE
11. OANE
12. MAE
13. MAE