



Employment Opportunity

ASSOCIATE ENGINEER

Salary Range (39) \$6858 - \$8345

FLSA Status – EXEMPT

Full-Time w/Excellent Benefit Package

Application Deadline: May 9, 2016, 5 PM

For application materials visit our website at www.RanchoMirageCA.gov or call (760) 324-4511.
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

DEFINITION

Under general supervision, performs a variety of routine to moderately difficult professional-level engineering work in the review, inspection and administration of land development, traffic engineering or capital construction projects; and performs related duties as assigned.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

1. Provides engineering support for development projects in progress, including calculating and collecting fees and issuing permits and occupancy releases; attends pre-construction meetings; tracks construction process and milestones; maintains detailed project records and documentation; coordinates on-going work with developers, consultants, private engineers and contractors; prepares and submits staff reports on project progress to the Planning Commission, City Council, department heads and division managers.
2. Performs engineering plan review and plan checks to ensure contractor compliance with federal, state and City requirements and regulations; reviews and analyzes a variety of engineering reports and technical documentation, including water quality management plans, land title surveys, conceptual designs and hydrology, hydraulic, geotechnical and soils reports.
3. Performs review of documentation and basic survey work; performs basic reviews of lot line adjustments, parcel mergers, records of survey, title reports, legal descriptions, dedications, vacations, reversions to acreage, easements and monumentation.
4. Provides customer service and information on City Public Works policies and projects to external and internal City customers; serves as customer service representative at the public counter; performs preliminary research and review of



Employment Opportunity

proposed projects; provides land development information to other City departments and divisions.

5. Performs construction site field inspections prior to, during and at the close of projects to monitor project progress, resolve field issues and ensure compliance with approved plans, specifications and standards.
6. Attends any meetings with Planning Staff during the entitlement process, as required.
7. Performs other duties of a similar nature and level as assigned.

QUALIFICATIONS/GUIDELINES

The following generally describes the knowledge, ability, and education required to successfully perform the job duties.

Education and/or Experience:

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Graduation from a four-year college or university with a degree in civil engineering; and three years of progressively responsible land development design and field experience or capital construction project engineering experience; or an equivalent combination of training and experience.

Knowledge, Skills and Abilities:

Theory, principles and practices of engineering design and construction; Principles of physics and mathematics applicable to engineering; Principles and techniques of project management; Principles, modern techniques and equipment used in design, construction and maintenance of various public works and public utility projects. Familiarity with characteristics, properties and uses of construction materials; Legal guidelines for public works engineering; Safety requirements and procedures pertaining to work practices. Basic surveying principles and practices; Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility; Information technology and computer capabilities applicable to functional responsibilities; Principles and practices of sound business communication. Ability to review and prepare routine to difficult engineering plans, specifications and legal contracts. Prepare and evaluate project engineering studies. Perform technical research and analyze engineering and mathematical problems, evaluating alternatives and recommending or adopting effective courses of action. Understand, interpret, explain and apply federal, state and local laws, standards and regulations applicable to areas of responsibility. Perform complex and accurate engineering calculations. Present proposals and recommendations clearly, logically and persuasively in public



Employment Opportunity

meetings. Communicate clearly and effectively, both orally and in writing. Exercise sound independent judgment within general policy guidelines. Prepare clear, concise and comprehensive correspondence, reports and other written materials. Organize, set priorities and exercise sound independent judgment within areas of responsibility. Establish and maintain effective working relationships with City management, staff, City Council and Planning Commission members, developers, contractors, private engineers, consultants, the public and others encountered in the course of work. Familiarity with the National Pollutant Discharge Elimination System (NPDES) permit program and stormwater management is desirable, but not required.

ADA and Other Requirements

Position in this class typically require: prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. In addition, this position works in all weather conditions, including hot, wet, and cold with extreme sun exposure.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Licensing/Certifications

- Possession of or ability to obtain and maintain an appropriate California driver's license and a satisfactory driving record and maintain insurability under the City's vehicle insurance policy.
- Valid E.I.T. (aka Fundamentals of Engineering) certification issued by the State of California.
- Valid registration as a Professional Civil Engineer with the California State Licensing Board is desirable, but not required.
- Certification as a Construction General Permit Qualified SWPPP Practitioner (QSP) and/or Qualified SWPPP Developer (QSD) is desirable, but not required.

NOTE: The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.