



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ASSOCIATE ENGINEER
Classification Specification

SUMMARY

The Associate Engineer works under the administrative direction of the Director of Public Works/City Engineer. The Associate Engineer provides specific direction to Assistant Engineers, Sr. Engineering Aides, Interns, clerical staff and other support and maintenance staff as required to perform duties as an Associate Engineer. Under administrative direction, performs difficult professional engineering work in the planning, design, construction and administration of various public works projects; and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Associate Engineer. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

1. Researches, develops and implements plans to maintain state-of-the-art and economical practices in the Street Lighting District; coordinates all projects with Southern California Edison, including street light installation and repair; makes cost estimates for assessment districts and prepares updates on yearly basis; prepares division budget; and monitors Street Lighting District program.
2. Prepares plans, specifications and estimates for public works capital improvements such as bikeways, traffic signals, striping, street lighting and channelization, roadway reconstruction projects, airport improvement projects, parks construction projects, sewer system improvements, public building improvements, and construction of other structures as assigned; analyzes bids and makes recommendations to the City Engineer; coordinates all work with contractors from start through completion; assures projects are within the scope of the project budget.
3. Drafts correspondence to the public, businesses and agencies; and represents the department at meetings with other agencies.
4. Coordinates projects with other departments, discussing potential problems and soliciting their recommendations.
5. Plans, coordinates and monitors work of subordinate personnel; trains subordinate personnel as appropriate; and provides input on employee performance evaluations.
6. Reviews draft form of plans and specifications for compliance with bidding procedures and

legal requirements prior to assembling into final bid package; coordinates advertising and bidding process through bid opening; checks bids for accuracy and completeness; reviews previous work performance of low bidders and makes recommendation to the City Engineer; arranges preconstruction meetings; functions as liaison between contractors and public; assists inspectors in resolving construction problems; processes progress payments and change orders; prepares notices of completion; may respond orally or in writing to complaints by public regarding construction; supervises professional staff.

7. Determines property needs for projects and contacts property owners to discuss sale of property; contacts adjacent property owners to obtain permission to enter property; reviews plans submitted by developer for compliance with codes and design standards; reviews and augments consultant design work for compliance with codes and for sensitivity to local needs and issues; prepares for construction by sending plans to utility companies and by briefing inspectors; develops time schedules and cost estimates for projects.
8. Reviews applications for encroachment and excavation permits, and other permits issued by the Engineering division; and develops requirements for construction in the public right of way, including traffic control and time restrictions.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

Graduation from an accredited four year college or university with a major course of study in Civil or Structural engineering; and

Four (4) years of progressively responsible experience in Municipal Engineering, including supervisory responsibilities.

Necessary Knowledge, Skills and Abilities:

1. Extensive knowledge of the theories, principles and practices of civil engineering.
2. Knowledge of mathematics and physics principles applicable to Engineering.
3. Knowledge of basic supervisory principles and techniques, including delegation, motivation, evaluation, training and discipline.
4. Knowledge of design, construction and maintenance requirements of public works facilities, including: buildings, streets, drainage systems and sewers.
5. Ability to communicate effectively both orally and writing.
6. Ability to establish and maintain cooperative, effective working relationships with fellow employees, outside contacts and the public.
7. Ability to exercise independent judgment.
8. Ability to perform difficult mapping and drafting work.
9. Ability to prepare detailed plans and specifications.
10. Ability to inspect construction projects and direct field surveys.

Licenses/Certificates:

Must possess a valid class "C" California Driver's License at the time of appointment.