



**CITY OF HAWTHORNE  
PUBLIC WORKS DEPARTMENT  
ASSOCIATE/ENVIRONMENTAL/ CIVIL ENGINEER**

Classification Specification  
(Classified)

**JOB SUMMARY**

The Associate/Environmental Engineer works under the administrative direction of the Director of Public Works or his/her designee. The Associate/Environmental Engineer provides specific direction to Associate Engineers, Assistant Engineers, Environmental Technician, Sr. Engineering Aides, Interns, and also oversees the Street Division, Equipment Division, and Maintenance Division Staff as required to perform duties as an Associate/Environmental Engineer. Under administrative direction, performs difficult professional engineering work in the grant process, environmental review, planning, preparing ordinances and/ or resolutions, Negotiating CPs, design, construction and administration of various public works projects; and performs related work as required.

**SUPERVISION RECEIVED**

The Associate/Environmental Engineer receives general supervision from the Director of Public Works or his/her designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- 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.
- 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.
- Review correspondence to the public, businesses and agencies; and represents the department at meetings with other agencies.
- Coordinates projects with other departments, discussing potential problems and soliciting their recommendations.

- Plans, coordinates and monitors work of subordinate personnel; trains subordinate personnel as appropriate; and provides input on employee performance evaluations.
- 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.
- 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 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.
- 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.
- Conducts research, analysis, and prepares recommendations and reports regarding complicated and challenging issues of concern on Public Works related legislations, mandates, programs and environmental issues; prepares required reporting for NPDES and AQMD programs.
- Assists in preparing and administering grant(s) applications for Public Works programs, including traffic safety, construction grants, and various environmental programs such as storm water pollution prevention and retrofit projects; all areas of recycling, including SB1383, and used oil collection.
- Administers and coordinates all aspects of the City's solid waste disposal and recycling contract.
- Assists in the preparation of the department's budget and capital improvement plan.
- Researches, analyzes, monitors and adheres to federal, state, county and local regulations and mandates as it pertains to environmental programs for example energy efficiency and water savings, NPDES, Sanitary Sewer Management and AQMD.
- Assist in evaluating work procedures, schedules and workflow; studies and recommends policies and procedures to improve efficiency and effectiveness of operations.
- Assists in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates activities with other departments and governmental agencies as required and necessary.
- Evaluates solid waste, green waste, used oil collection, National Pollutant Discharge Elimination System permit requirements and progress made and formulates short and long range plans to meet needs in all areas of responsibility; and coordinates the work of the City's environmental consultants for those programs.
- Communicates official plans, policies and procedures to staff and the general public; makes presentations to staff members, boards, commissions, civic groups and the general public as assigned.
- Responds to inquiries from staff and the public.
- Prepare Grant applications and cashflow documents for SB1, MTA, Cal Recycle, LA County, Call for Projects, HSIP, FEMA, CALOES, STPL, and Caltrans; submit annual/quarterly/monthly reports and manages allocated funds.
- Work with Financial auditors to ensure department project compliance

- Prepares reports, Agreements, progress payments, ordinances, resolutions, amendments, and contract extension documents and agenda items for City Council.
- Prepares Streetlight and Weed abatement Reports
- Coordinates Citywide environmental events such as Community Clean up, Household Hazardous waste, E-waste, Recycled Tires, Paper Shredding, Compost Give away and Earth day.
- Manage City Environmental Programs such as RMDZ, SB1383, Green Business, Illegal Dumping, CPA Community Choice Aggregation Program- Green Power and water conservation programs.
- Attend City Events such as Business Expo, World Fest, Earth day and educate residents on City Environmental Programs.
- Work closely with West Basin, SoCAL REN, SBCOGG, California Power Alliance,
- Perform California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) project assessments.
- Assist in the writing of RFPs for various Public Works Department divisions.
- Work with the State Water Board on City ground water monitoring.
- CAD Drafting using Microstation.
- Assist Airport Division with construction projects, grants, and audits.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Graduation from an accredited four-year college or university with a Bachelor's degree in Civil Engineering or similar engineering degree.
- Three (3) years of progressively responsible experience in Government, Engineering Division.
- At least three (3) years of professional experience in a staff capacity participating in research, analysis, administrative, organizational, functional or procedural problem solving.
- Public Works and/or environmental programs experience is highly desirable.

### **Licenses, Certificate and/or Special Requirements**

- A valid California class "C" driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Certified Stormwater Inspector Certificate, Workzone/Flagger Training Certificate, Confined Space Certificate, Traffic Control-Flagging, HAZWOPER, Labor Compliance and Resident Engineers Academy Certificates.

## **QUALIFICATION**

### **Knowledge, Skills and Abilities**

- Extensive knowledge of the theories, principles and practices of civil engineering.
- Knowledge of mathematics and physics principles applicable to Engineering.
- Knowledge of basic supervisory principles and techniques, including delegation, motivation, evaluation, training and discipline.
- Knowledge of design, construction and maintenance requirements or public works facilities, including: buildings, streets, drainage systems and sewers.

- Ability to communicate effectively both orally and writing.
- Ability to establish and maintain cooperative, effective working relationships with fellow employees, outside contacts and the public.
- Ability to exercise independent judgment.
- Ability to perform difficult mapping and drafting work.
- Ability to prepare detailed plans and specifications.
- Ability to inspect construction projects and direct field surveys.
- Methods and principles of administrative research and analysis, basic statistical methodology and analysis.
- Municipal government operations.
- Working knowledge of public works and recycling administration techniques.
- General knowledge of environmental issues such as storm water pollution prevention.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Classified

Revised:  
CSC Approved: November 2022