



FALL CREEK ENGINEERING, INC.

Civil • Environmental • Water Resource Engineering and Sciences

FCE Class Title/Position: Associate Engineer

Non-Exempt

Basic Function:

Under general supervision, designs, plans and coordinates various projects; leads technical staff in project work; and performs related work as required.

Distinguishing Characteristics:

Positions in this class perform an advanced level of non-registered engineering work. Incumbents perform difficult and complex assignments on a continuing basis under general supervision. Work assignments and review of completed work is received from a supervising registered engineer or a Senior Associate Engineer.

This class is distinguished from lower level technical classes by the degree of initiative required, responsibility for resolving unusual problems and breadth of technical knowledge gained through academic studies and in some instances several years of experience.

Under general supervision, incumbents perform the full scope of intermediate to advanced assignments, including planning, design, coordination, meetings, supervision of construction, and occasionally plan review. Incumbents may serve as lead for assigned technical project staff.

Incumbents must be in possession of a California Engineer-in Training (EIT) Certificate and may advance upon recommendation by the Senior and Principal Engineer.

Typical Tasks:

May include, but not limited to, duties listed below:

- Prepares and reviews engineering designs, specifications and calculations;
 - Prepares civil engineering plans that will include but are not limited to site improvements plans, grading, erosion control, drainage and stormwater management plans and SWPPPs and other related engineering reports.
 - Prepares environmental engineering plans for water and wastewater engineering projects, ecological restoration projects and other related topics.
 - Assist with project coordination with Federal, State, and local agencies to obtain permits and project approvals including environmental review;
 - Collects, reviews and tests water and soil samples;
 - Prepares trip reports and other field reports;
 - Provide construction supervision related tasks, such as review of project submittals, responding to Requests for Information (RFIs), preparing supplement information (SIs) for contractors. Conduct periodic site visits and inspections or meetings to resolve issues.
 - Field checks sites and coordinates project improvements with other parties;
 - Prepares cost estimates;
 - Participates in pre-construction conferences with engineers, consultants, contractors and representatives from other agencies; prepares
 - Prepare technical reports;
 - Conducts computations, research, analysis and related engineering support work for projects assigned;
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- Works as technical liaison with developers, consultant engineers and other agency representatives on private and public development projects, as required;
- Assists in the development of proposals and statement of qualifications; and
- Develops specifications and monitoring plans, as required.

Working Conditions:

Position requires prolonged sitting, walking, climbing, reaching, working overhead, twisting, kneeling, squatting, crouching and stooping in the performance of daily activities. Prolonged standing is frequently required. The position also requires grasping, identifying by touch, and repetitive hand movements of both hands and feet. Additionally, the position requires talking, hearing; it requires far and near vision using both eyes (field of vision) with the ability to distinguish basic colors, shades of colors, to perceive depth and see distances over 20 feet. The need to lift and carry items weighing up to 25 pounds is occasionally required. Computer use is constantly required.

The incumbent in this position works inside daily, and outside in various types of weather on a weekly basis. The working environment may sometimes include constant noise (have to shout to be heard), with some exposure to dust. Work may occur on slippery uneven surfaces, around machinery with moving parts, around stationary equipment, and often around moving vehicles. The nature of the work requires the incumbent to drive motorized vehicles daily.

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

Minimum Qualifications:

Knowledge:

- Working knowledge of computer applications used in civil engineering such as AutoCad and GIS software;
- Working knowledge of engineering mathematics, science and hydraulics;
- Working knowledge of the nomenclature, symbols, methods, practices, techniques, instruments and equipment used in drafting, construction inspection, hydraulics, sanitary engineering and surveying;
- Working knowledge of the physical properties and uses of chemicals and materials used in construction and public works related projects including appropriate hazardous materials handling and principles of safety;
- Working knowledge of the principles and techniques used in the design of roads, drainage, water and sewer systems, pumping stations and related public works facilities;
- Some knowledge of the application of data processing to engineering studies and design;
- Working knowledge of the principles, practices and methods of current civil engineering and hydraulics as related to the planning, design and construction of water utility projects and facilities;
- Working knowledge of the principles, practices and methods of current sanitary engineering as related to the planning, design and operation of wastewater and storm water facilities;
- Working knowledge of the principles, practices, and methods of current civil engineering and hydraulics as related to the planning, design and construction of water utility projects and facilities.

Abilities:

- Perform difficult engineering computations, evaluations and research;
 - Write and compile effective technical and administrative reports;
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- Understand and give verbal and written instructions, to assign tasks and review quality and accuracy of work;
- Communicate information clearly and accurately;
- Effectively plan and coordinate all aspects of an assigned project;
- Establish and maintain effective working relationships with a wide variety of individuals;
- Interpret or prepare design plans, maps change orders, construction plans and specifications including cost estimates, bid documents and complex technical engineering reports;
- Design and evaluate engineering plans;
- Inspect construction projects and enforce compliance with plans, specifications, change orders and laws;
- Review, evaluate, recommend and approve solutions to unusual field conditions not specified in plans or specifications;
- Prepare written reports, correspondence, assist in budget preparations and make oral presentations;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Input, access and analyze data.

Education and Experience:

- Two years applicable professional engineering experience, and
- A Bachelor's degree in Civil, Environmental, or Water Resources Engineering from an accredited college or university

Licenses:

- Possession at time of hire and continued maintenance of a valid California Class C Driver's License and safe driving record.
- Possession of a valid California EIT Certificate

Desirable qualifications:

- Proficiency with GIS such as ArcMap, and computer aided drafting such as AutoCad.
 - Proficiency in Microsoft Office including Word and Excel
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