



FALL CREEK ENGINEERING, INC.

Civil • Environmental • Water Resource Engineering and Sciences

Position: Senior Associate Engineer

Salary Range: Commensurate with experience

Distinguishing Characteristics:

Employees in this classification work directly for a Senior/Engineering Director or Principal Engineer, and are typically responsible for managing projects. This classification is the first full supervisory and management level classification in the professional and technical engineering career ladder. Prospective candidates will supervise engineers and other support staff. In addition to supervising the work of staff, incumbents perform the most difficult and complex engineering work, or serve as the technical expert in reviewing and analyzing engineering issues.

Basic Function:

Under direction, performs complex professional engineering work involved in the management, planning, design, construction and maintenance of engineering projects, programs and facilities. Performs related duties as assigned.

Typical Tasks:

- Plan, organize, train, evaluate, and supervise the work of subordinate staff; assist subordinate engineering staff with difficult engineering problems; may perform the most difficult and complex engineering work.
- Coordinate preparation of bid packages; prepare and supervise the preparation of construction estimates for inclusion in the budget; develop proposed section budget.
- Meet with engineers to resolve particularly difficult problems; provide technical assistance to staff; attend and participate in conferences and meetings.
- Input, access, and analyze data using a computer.
- Acts as design team leader for engineering projects, programs, facilities and development review; directs and manages professional engineering work.
- Prepares designs, specifications and plans for projects by researching information, developing cost estimates, bid documents and technical engineering reports; writes legal descriptions.
- Administers construction contracts, develops cost estimates, bid documents and technical engineering reports.

- Conducts research and studies to analyze engineering aspects of projects; makes recommendations on contract specifications and change orders.
- Prepares and/or interprets blueprints, maps, change orders or construction plans to recommend engineering improvements and changes due to unusual field conditions not addressed and specified in the original plans and specifications.
- Reviews and monitors the work of contractors and consultants for compliance with contract specifications; evaluates and makes recommendations for unusual field conditions or unique project needs; monitors compliance with appropriate regulatory agencies.
- Supervises and performs field survey work as it applies to construction of projects.
- Responds to inquiries and resolves complaints relative to assigned projects.
- Performs other related duties as assigned.
- Review and approve complex soil reports prepared by geotechnical engineers for the evaluation of the technical suitability of project sites.
- Approve engineering drawings; direct and oversee the preparation of engineering designs, plans and specifications for construction projects; supervises the review and approval of various permit applications.
- Conducts field inspections of projects; coordinates with public and private agencies regarding projects about to start or under construction; review and consult with staff regarding award of contracts.

Minimum Qualifications:

Knowledge:

- Current federal, state and local laws, rules and regulations relating to the specific program assignment.
- Principles and practices of civil engineering as applied to a variety of project types.
- Strengths, properties and uses of materials in engineering construction.
- Government regulations and permitting process related to the treatment and distribution of drinking water and the treatment and disposal of domestic wastewater.

- Governmental regulations and permit processing water resource engineering projects including flood control improvement projects.
- Principles and practices of supervision and training.
- Principles of project administration, including organization, management and budgeting.
- Application of data processing.
- Methods, materials, tools, and equipment used in the operation, maintenance and repair of wastewater collection, treatment and transmission facilities.
- Safety practices observed in sanitation operations.
- Engineering design principles, practices, and methods as they apply to planning, design, construction, and inspection of projects and facilities. Development review for projects including streets, storm drains and sanitation systems, structures, roads and pedestrian/bicycle paths.
- Field operations as applied to projects.
- Construction surveying and inspection.
- Administration of construction and consultant contracts.
- Computer equipment and software used in drafting and engineering application.
- Hydrology and hydraulic design engineering.
- Watershed management
- Flood control activities, including flood modeling

Abilities:

- Plan, organize, supervise, train and evaluate the work of professional and technical staff.
- Schedule work, determine priorities and make decisions to resolve difficult problems.
- Analyze technical and administrative problems and develop and implement solutions.
- Understand, interpret, explain and apply applicable laws, rules and regulations,
- Supervise the preparation of engineering designs, plans and specifications in the construction and modification of facilities.

- Supervise the inspection and monitoring of contractor compliance with approved engineering plans and specifications in the construction and modification of facilities.
- Establish and maintain effective working relationships.
- Effectively manage and administer a flood control projects including regulatory permitting.
- Perform difficult and complex engineering work.
- Prepare clear and concise administrative and technical reports.
- Speak effectively before groups.
- Prepare budgets.
- Input, access and analyze data using a computer.

Education and Experience:

- A Bachelor's degree in Civil, Environmental Engineering and a minimum of 5 years of increasingly responsible engineering experience equivalent to a Senior Engineer or above,
OR
- A Master's Degree in Civil, Environmental and four years of increasingly responsible engineering experience equivalent to a Senior Engineer or above.

Licenses:

Possession at time of hire and continued maintenance of valid:

- Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers.
- California Class C Driver's License and safe driving record.

Desirable qualifications:

- Proficiency with AutoCAD/GIS/HEC-RAS/HEC_HMS/and other engineering software.
- Proficiency in Microsoft Office including Word and Excel