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| JOB TITLE: | ASSOCIATE CIVIL ENGINEER | DIVISION: | DISTRICT – ENGINEERING |
| REPORTS TO: | DIRECTING CIVIL ENGINEER | EEO CATEGORY: | 02-PROFESSIONAL |
| FLSA: | NON-EXEMPT | SAFETY-SENSITIVE: | YES (Public Safety) |
| CLASSIFICATION: | REPRESENTED | LOCATION: | SAN FRANCISCO |

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction, performs varied professional and civil engineering work of above average difficulty in the field and office. May act as a lead engineer on design projects, an office engineer for construction project, or an assistant resident engineer on a construction project. Interpret, explain and carry out existing engineering construction, design and inspection methods and procedures. Responsibilities include: preparing, checking and reviewing detailed and complex engineering plans, specifications and related reports; regular contact with contractors and their representatives, the general public and other professional engineering personnel obtaining and providing technical engineering data and information. Perform related duties as required.

Essential Responsibilities

- Reviews contractors' work to ensure compliance with plans and specifications
- Plans, schedules and coordinates detailed phases of engineering work either as part of a major project or for an entire project of smaller scope
- Makes investigations of contractual and construction problems that may arise on construction projects
- Prepares engineering designs, drawings, specifications, costs and quantity estimates for a wide range of construction and maintenance projects
- Makes difficult engineering calculations and analysis in connection with structural design of steel, reinforced concrete and timber structures; supervise the preparation of detailed drawings for these types of structures
- Inspects and supervises a wide variety of ordinary and complex construction projects to ensure compliance with contract plans and specifications
- Assists in the preparation of complex contract documents
- Conducts correspondence and prepare technical engineering reports in connection with a wide variety of projects
- Knows and follows the safety and health rules and safe working practices applicable to his or her job



- Ensures that employees under his or her lead follow established safe work practices and obey all safety rules
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- Theories and practices of civil engineering, design, construction and inspection procedures
- Modern construction methods, the strengths and uses of construction materials and stress analysis required in planning construction projects
- Occupational health and safety rules and working practices applicable to this position

Skill in Ability to:

- Originate and check design computer analyses and calculations, details, estimates, engineering plans and specifications
- Application of engineering theories and practices to practical engineering field and office problems
- Follow the safety and health rules and safe working practices applicable to the job

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Civil Engineering
- Three years' recent full-time position related civil engineering experience, including preparation of design plans, estimates and specifications; inspection of construction work; bridge design and construction experience is desirable

Required Licenses and/or Certification:

- Registration as a Professional Civil Engineer in the State of California. Additional five (5) years of recent full-time position related engineering experience and possession of an Engineer-In-Training (EIT) certificate may be considered in lieu of a Professional Civil Engineer License.
- Must possess and maintain a current and satisfactory driving record. No reckless driving and DUI within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis (Drives District vehicles on a regular basis).



Physical Requirements:

Must inspect construction work on the Golden Gate Bridge, other structures and buildings, climb scaffolds, catwalks and ladders. Work from heights. Work outside in all weather conditions. Work over water. Carry harness and test or inspection equipment. Occasionally enter into trenches and other excavations. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.