



# CITY OF BANNING, CALIFORNIA

## Associate Civil Engineer

Job Code: 4320

FLSA       Exempt       Non-Exempt

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**JOB DEFINITION:** Under general supervision, performs complex engineering work related to the planning, design, and construction phases of capital improvement projects.

**ESSENTIAL FUNCTIONS:** *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Prepares plans and specifications for the construction of public works projects and capital improvement projects. Performs research and prepares engineering cost estimates. Prepares bid schedules and related documents. Reviews bid packages for completeness. Manages and administers consultant contracts and capital improvement projects. Prepares RFP for consultant contracts. Participates in the selection process.

Manages and administers programs for the Industrial Waste Program, NPDES Program, Landscape Maintenance District No. 1 and DBE Program. Monitors City compliance with federal and state requirements.

Prepares technical reports and engineering studies. Compiles and analyzes data and performs complex engineering calculations as required. Monitors expenditures. Performs technical research. Prepares grant applications. Meets with developers, the public and other task forces and committees. Prepares engineering fees for plan check, sewer/water connection fees and inspection fees. Ensures that all engineering conditions are met prior to approval of building permits.

Selects, assigns, evaluates and manages assigned personnel work activities. Prioritizes and assigns special projects. Interviews prospective employees. Hires and/or recommends hiring. Develops, identifies and implements new employee and on-going staff training. Assigns, tracks and reviews work assignments and progress. Reviews and approves the formal performance evaluation of assigned department staff. Develops and implements disciplinary actions for assigned staff.

Performs other duties as assigned or required.

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### KNOWLEDGE and SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of bookkeeping and/or accounting principles.
- Knowledge of research methods and procedures.
- Knowledge of engineering principles and methods.
- Knowledge of trends and practices in public improvement projects.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Engineering, Civil Engineering or related field **AND** five (5) years of civil engineering experience.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain registration as a Professional Engineer. Must have at the time of application and must maintain a California driver license. May occasionally be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.