

# CITY OF BIG BEAR LAKE

## CLASS SPECIFICATION

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**Class Title:** Associate Engineer

**Class Code Number:** 7550

**Position Designation:** Professional/Mid-Management

**Division:** Engineering

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### General Purpose of Position

The purpose of this position is to perform complex and professional engineering work for public works projects and to ensure contract engineering work complies with applicable codes and regulations. This position reports to the City Engineer and may exercise functional supervision over clerical and technical staff.

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### RESULTS STANDARDS

Results Standards set guidelines for the quality and correct procedure expected when performing any task for the City of Big Bear Lake.

- I. Customer Service:**  
Government service is provided in a professional and effective manner with an emphasis on responsiveness and accessibility to both employees and the public.
- II. Professionalism:**  
Job duties are consistently performed in a legal and ethical manner consistent with the code of conduct and standards applicable and appropriate to the position and particular specialized area.
- III. Production:**  
Employee labor products are of high quality and are produced in a timely and cost-effective manner.
- IV. Critical Thinking:**  
Decisions are made utilizing appropriate problem identification, analysis, and evaluation processes with a continual emphasis on innovation, ethics, and professionalism.
- V. Teamwork:**  
Goals common to the organization are achieved through cooperation, coordination, and the development of professional relationships.
- VI. Professional Development:**  
Employees are empowered to perform their jobs at the highest level and are encouraged to improve both personally and professionally. The overall quality of professionalism in the organization is improved through commitment, training, involvement, and education.
- VII. Leadership:**  
Efficiency, effectiveness, and teamwork are promoted by all employees. The values of the City are properly communicated through the behavior of organizational leaders in a manner appropriate to their position.

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### FORMAT

**Result Statements:** (in bold) describe common results expected of the Division or results specific to a particular position.

Performance Standards (preceded by a ) describe the specific manner in which the associated Result Statement is achieved by this position. Multiple Performance Standards are associated with each Result Statement and define the expectations for employee performance.

**A. New development, construction, and land uses within the City are reviewed for compliance.**

- Requests For Proposals are developed for all Engineering and Public Works projects in accordance with established City procedures.
- The City=s Capital Improvement Program projects (streets, drainage, park improvement, etc.) are managed through contract administration, design review and construction inspection.
- Staff reports on Engineering and Public Works projects are prepared as directed.

**B. Plan review operations are performed to allow for appropriate modifications and corrections to ensure safe construction practices and to ensure code compliance.**

- Plans, hydrology/hydraulic studies, legal descriptions and engineering specifications are reviewed where appropriate for compliance with applicable codes, requirements, and standard engineering practices.
- Development applications are reviewed and given engineering approval when appropriate.
- Environmental documents prepared by other City departments are reviewed for compliance with applicable regulations.

**C. Procedures, forms, maps, and files are updated to ensure compliance with current codes and regulations.**

- The City=s NPDES program is administered to comply with all provisions of the City=s NPDES contract.
- The administration of the City=s Flood Plain Management ordinance.
- Professional plans and specifications are developed to implement and maintain the City=s Master Drainage Plan.
- Assistance is provided in the preparation of street system maps, data bases and comprehensive plans.
- The City=s Solid Waste Management program is administered to comply with all regulations.

**D. Members of the public are assisted in a courteous, timely, and professional manner.**

- Permit and development applicants are instructed as to the proper procedures for completing engineering requirements.
- Information regarding applicable City, State, and Federal regulations pertaining to engineering, building and construction is disseminated as required by public request.

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- The City=s interests are represented through attending and participating in various meetings (SANBAG, CalTrans, etc.) as directed.

**E. Research is conducted and compiled on land use and development issues.**

- Studies, surveys and/or research are conducted as directed in support of the City=s Master Plan of Roads, Drainage and Pavement Management program.
- Support is provided for the development and implementation of the City=s transportation plan through conducting traffic surveys, performing warrant checks and reviewing accident records.

### Qualifications

**Education:** A Bachelor=s degree in Civil Engineering is required.

**Experience:** Two years progressively responsible public sector engineering experience is required.

### Knowledge, Skills, Abilities, and Personal Characteristics

This position requires comprehensive knowledge of modern Engineering and Public Works principles and practices. Knowledge of public sector management practices is required. The individual must possess a basic knowledge of spreadsheet, database and word processing software. The ability to utilize CAD software is preferred.

The individual should be able to exercise sound judgment, be able to plan, be well organized, have excellent verbal and written communication skills, work well under pressure, be proactive, and be flexible and cooperative. The individual should also be accurate, timely, and discreet. This position requires excellent interpersonal skills and the ability to operate in a complex political environment.

### Physical Requirements

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position may require extended periods of sitting. Light lifting (up to 25 lbs.) and walking through and around field sites is required occasionally. This position requires manual manipulation of a keyboard, phone, other standard office machines and the operation of a motor vehicle.

### Special Requirements

This position requires registration as a Civil Engineer in the state of California (or the ability to obtain such designation within one year from date of employment).

### Tools

This position requires familiarity with and the use of standard office equipment and technology.

### Work Environment

The majority of the work for this position takes place indoors where the individual is exposed to moderate to low levels of noise. Outdoor work is also required. Outdoor conditions vary from hot to extremely cold temperatures. Outdoor work could involve exposure to sun, wind, rain, snow, and high levels of noise.