

CITY OF BURBANK

SENIOR CIVIL ENGINEERING ASSOCIATE

DEFINITION

Under direction, to supervise a civil engineering group; to perform professional civil engineering work; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises, trains, and evaluates, a group of sub-professional and professional engineers in the investigation, design, preparation, and review of a variety of plans, estimates, and reports involved in public works and/or utility projects; initiates and directs preliminary designs, studies, cost estimates, and prepares staff reports for assigned and proposed projects; develops standard or special designs, plans, specifications, and procedures of projects; maintains work schedules for the group; determines need of basic data such as field surveys, location of utilities, soil tests, and requests/obtains information through appropriate channels; coordinates engineering work and construction performed by contractors; prepares design calculations; checks and reviews plans, drawings, specifications and reports; advises the public, contractors, and other City departments on civil engineering matters; performs difficult research, investigation, and design work; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the principles and practices of sound personnel management and supervision; civil engineering methods and practices followed in preparing designs, plans, specifications, estimates, and reports as applied to municipal principles and techniques; field engineering methods; engineering information sources.
- Ability to - make accurate engineering computations; prepare and interpret specifications, plans and drawings; understand technical engineering questions and provide accurate information; receive assignments in general terms and to plan, layout, and direct the work of a group of engineers on a variety of problems; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with major course work in civil engineering and five years of professional civil engineering experience OR certification as an Engineer-In-Training by the State of California and seven years of professional civil engineering experience. NOTE: Two years of professional civil engineering experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.