

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Associate Engineer</u>
Sch.& Grade	<u>PAT-11</u>
Class Code	<u>BC05</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Engineering</u>

**PRIMARY PURPOSE:**

Serves as an Engineer In Training (EIT) performing complex engineering level work for municipal projects in an assigned divisional area of Public Works such as Civil, Traffic, Solid Waste, Stormwater or Sanitary Services.

**SUPERVISION:**

Under general supervision of a Professional Engineer; supervises employees and directs the work of assigned project staff.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Performs complex engineering work under the direction of a Professional Engineer (PE).
2. Coordinates, monitors, and reviews engineering studies, investigations, plans and construction projects as an Engineer In Training (EIT) for an assigned area of responsibility within the Public Works Department.
3. Performs project management responsibilities for assigned engineering projects such as capital improvement programs; street, storm drainage, and sewer construction; landfill construction and engineering studies; wastewater and stormwater management; and traffic design, control, and/or improvement programs.
4. Performs complex design work for various municipal public works projects that are broad in scope.
5. Reviews and recommends approval/disapproval of plans and projects; provides advisement and assistance to other public works and city staff such as inspectors, technicians, and designers regarding public works design plans and their review.
6. Prepares reports, makes presentations, and maintains accurate records, notes and other required documentation for assigned projects.
7. Ensures that assigned projects are completed within the guidelines established by local, state, and federal laws, regulations, standards, and/or policies.
8. Meets and confers with contractors, public officials, neighborhood groups, outside agencies, advisory committees, citizens, and civic organizations regarding engineering issues and projects for assigned area of responsibility.
9. Monitors and evaluates the effectiveness of assigned work crews, work backlog and manpower utilization.
10. Reads and interprets a variety of information such as plans and specifications, other construction documents, technical manuals, and testing information.
11. Utilizes a variety of computer software applications such as spreadsheet, database, computer-aided design (CAD), Arcview, word processing, and internet programs.
12. Travels to a variety of project sites for assigned area of responsibility.

**IMPORTANT FUNCTIONS:**

1. Attends seminars, conferences, workshops, and other training for professional development purposes.
2. Assists in budget preparation and selection of personnel.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures, standards, and practices related to professional engineering work with specialized knowledge in assigned area of responsibility; complex mathematics as it relates to engineering work and calculations; computerized software programs used for engineering applications; project administration; quality management techniques; applicable laws and regulations as they relate to assigned discipline.

**Abilities**

Effectively perform complex engineering work including coordinating, managing, and directing assigned projects; supervises and directs assigned technical and/or administrative support staff; accurately design, review, analyze, understand, and interpret plans and specifications, construction drawings, and schematic diagrams; utilize sound independent judgment and make responsible decisions and recommendations; work effectively with only general direction and guidance; communicate effectively both verbally and in writing; utilize computer software applications; deal effectively and courteously with associates, customers, and the general public; prepare accurate and complete reports and records; effectively present reports, information, and recommendations; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Must possess a Bachelor’s Degree from an accredited college or university in an Engineering discipline plus three years of appropriate engineering experience. A Master’s Degree in Engineering may be substituted for one year of the required work experience. Engineering experience must be commensurate with assigned specialty area required for current vacancy.

**Physical Requirements**

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes, and pulls up to 25 pounds; must be able to review plans, on-site layouts, construction progress, etc.; must possess ability to utilize computer keyboard and/or mouse.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment, however, will be exposed to extreme weather conditions when conducting on-site field work for various engineering projects; subject to safety hazards from excavation areas, dust and pollen from construction sites, cramped spaces and poor lighting from underground structures, and possible exposure to disease when working around solid waste reduction and disposal and sanitary sewers.

**Licensing/Certification**

Must possess an Engineer In Training (EIT) certificate from a State Board of registration for Professional Engineers.

**Miscellaneous Requirements**

If operating a vehicle for the purpose of completing job duties, must possess valid Missouri Motor Vehicle Operator’s License.

<b>Last Revision:</b>	February 8, 2012	<b>GENERAL ORDINANCE NO.</b> 4609
<b>Comments:</b>	Updated Abilities	<b>Date:</b> June 10, 1996

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_