

**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:

Performs complex engineering level work in an assigned municipal government area such as Transportation Engineering, Traffic Operations, Transportation Management, Solid Waste, Cleanwater Services, Construction Inspection, Stormwater Services, or Building Development Services.

SUPERVISION:

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

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates, monitors, and reviews engineering studies, investigations, plans and construction projects for an assigned municipal government area.
2. 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.
3. Performs complex design work for various municipal projects that are broad in scope.
4. Directs, coordinates, and manages assigned employees including completing performance evaluations, recommending and implementing necessary disciplinary action, and participating in and making recommendations regarding hiring decisions.
5. Reviews and recommends approval of public or private development plans and projects to ensure they meet the City's minimum design standards; provides advisement and assistance to city staff such as inspectors, technicians, and designers regarding the design of plans as they relate to City standards, policies, and requirements.
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 Engineering Intern (EI) 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.

Last Revision:	March 2017	GENERAL ORDINANCE NO. 4609
Comments:	Updated Primary Purpose, Essential Functions, Licensing	Date: 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:** _____