



## Career Service Authority

# Senior Engineering Associate

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### GENERAL STATEMENT OF CLASS DUTIES

Performs a variety of professional assignments that support engineering operations and functions and applies technical engineering knowledge and principles to an area(s) of responsibility.

### DISTINGUISHING CHARACTERISTICS

This class performs a variety of professional assignments that support engineering operations and functions. This class is distinguished from the Project Manager I class that performs professional level project management work on projects from inception to completion by managing and coordinating departmental projects which includes organizing, administering, and monitoring one or more projects.

A Senior Engineering Associate performs some of the same duties as a Project Manager I; however, employees in this Senior Engineering Associate class generally work on on-going, single-focused maintenance projects/contracts. Whereas, a Project Manager I works on projects that are carefully planned and an organized effort to accomplish a specific one-time effort/endeavor and undertaken to achieve a particular aim. Project management includes developing a project plan, defining project goals and objectives, specifying tasks, determining how goals will be achieved and what resources are needed, and associating budgets and timelines for completion. It also includes implementing the project plan along with careful controls to stay on the "critical path" that is to ensure the plan is being managed according to the plan. Project management usually follows major phases including project planning, implementation, evaluation, and support/maintenance.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, supervises technical staff.

By position, performs lead work over technical and/or clerical staff.

**ESSENTIAL DUTIES**

Provides support to engineering functions/operations by coordinating work and managing contracts, confers with managers/engineers to establish the scope of work, develops bid documents and cost estimates, prepares contract documents and specifications, determines work schedules, and prepares work orders, change orders, and notices to proceed documents.

Monitors the progress of contractors' work as it related to engineering and city design specifications, coordinates work with other city agencies, inspects work to ensure compliance with regulations, codes, and standards, and processes payment applications and final acceptance documents.

Conducts studies and/or investigations to identify hazardous/unsafe conditions and establishes priorities for contracts based on public safety and the most efficient use of available resources.

Conducts detailed plan review of complex development and/or capital improvement construction plans and drawings to ensure accuracy and compliance with applicable laws, codes, design specifications, and standards, recommends adjustments/changes to bring plans into compliance, calculates charges and fees, and issues permits.

Participates in the design and development of system components and utilizes computer modeling software in the preparation of construction plans.

Assists in evaluating and analyzing various city systems to ensure systems are properly installed and maintained and recommends potential systems improvement.

Coordinates work assignments with affected utilities, other city agencies, outside governmental municipalities, business and/or community groups, the public, and other stakeholders.

Prepares various reports and maintains files and records related to the assigned area(s).

By position, performs supervisory duties including evaluating employees' performance, resolving problems, training, assigning and reviewing work, and other elements of supervision.

By position, performs lead work including providing performance feedback, furnishing information for the formal performance evaluation, solving problems, and assigning and reviewing work.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Quality Management** – Knowledge of the principles, methods, and tools of quality assurance, quality control, and reliability used to ensure that a project, system, or product fulfills requirements and standards.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Integrity/Honesty** - Contributes to maintaining the integrity of an organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

**Technical Competence** – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

**Technology Application** – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

**Public Safety and Security** – Knowledge of occupational health and safety, investigation and inspections techniques, rules, regulations, and prevention techniques for the protection of people, data, and property.

**Problem Solving** – Identifies problems, determines accuracy and relevance of information, uses sound judgment to generate and evaluate alternatives, and makes recommendations.

**Decision Making** - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish goals, and causes change.

**Mathematical Reasoning** – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Customer Service** - Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object from one level to another

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

***Education Requirement:***

Bachelor's Degree.

***Experience Requirement:***

Three years of technical engineering experience.

***Education/Experience Equivalency:***

Additional appropriate experience may be substituted for the minimum education requirement.

***Licensure and/or Certification:***

By position, possession of a valid driver's license at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 10/1/1999

***REVISED DATE:*** 04/04/2010

***REVISED BY:*** Patricia Anderson

***CLASS HISTORY*** 4/2010 - This class specification was revised and updated as part of the Technical Engineering Study (2010).