

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ASSOCIATE ENGINEER
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: CITY ENGINEER

JOB CODE: 2007
DATE: 2/08

JOB SUMMARY:

Performs professional engineering work involving administrative and technical tasks to assist the City Engineer in coordinating and implementing the activities of the division. May supervise and administer capital improvement projects and program activities, including initiation, planning, design, construction, and funding applications; may supervise and complete reviews for private development-related projects, including design reviews and construction activities to ensure that city policies and procedures are fully complied with. Represents the city with contractors, developers, engineers, government boards and agencies, and the general public.

ESSENTIAL JOB FUNCTIONS:

Coordinates activities regarding the development and construction of public or private projects related to the Engineering Division's areas of responsibilities; coordinates and complete technical reviews for proposed private development projects.

Assists the City Engineer in planning, organizing, and administering the division's Capital Improvement Program (CIP).

Coordinates and performs technical reviews for proposed construction work on private development and capital projects, including an evaluation of streets, sewer, water, drainage, fences, sidewalks, curbing, gutters, and various other improvement projects to require compliance with city policies, standards, regulations, and ordinances.

Interprets construction plans and right-of-way plans for the public; explains how projects will affect private properties using plans, profiles, details, and cross-sections.

Administers the issuance and inspection of all permits issued within the public right of way.

Prepares agenda items for City Council meetings.

Provides technical and administrative assistance to other project management and operating departments.

Coordinates the activities regarding the planning, organizing, administering, designing, and construction administration of the division's Capital Improvement Program.

Develops and reviews plans, specifications, and estimates for proposed public infrastructure improvements.

Reviews construction estimates to require adequate financial security from private developers to protect the city's interests; follows-up with developers to be sure financial guarantees are in place before any construction begins and ensures that they are maintained until the city accepts the construction as complete.

Administers and coordinates necessary inspection and testing services for all categories of public and private engineering projects to ensure compliance with standards, proper construction methods, and compliance with regulations.

Makes regular field visits to verify that construction is being completed per approved plans, attends construction meetings, discusses project progress with field inspectors assigned to the project, and directs contractor on field changes throughout the project.

Regularly attends Planning Board meetings as the representative of the Engineering Division.

Designs and provides construction administration on parks, storm drainage, building, highway, road, water, and sewer improvement projects as directed by the City Engineer.

Carries out supervisory responsibilities in accordance with city policies, procedures, and applicable laws, including training of job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning, and directing work.

Collaborates and negotiates with other city staff to coordinate efforts and maintain cooperative and efficient relations.

Plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.

Compiles information into correspondence files and/or summary reports on various issues as requested by the City Engineer, city or state officials, and local industrial or business officials; consults the general public.

Acts as contract administrator in maintaining service contracts for compliance with all applicable federal, state, and local regulations; authorizes progress payments and associated expenditures; negotiates change orders.

Develops relations and maintains contact with consultants, contractors, representatives of federal and state agencies, and others regarding construction management; assists other departments with personnel, equipment, or other resources in order to accomplish city-wide goals and objectives.

Coordinates activities between contractors, utility companies, and city staff as they relate to any public or private development project; coordinates numerous public and private development projects simultaneously.

Assists the City Engineer in developing and recommending the operating budget as assigned; assists in the administration of the approved CIP budget by monitoring scheduled reports, reviewing monthly status of active accounts, and advising the City Engineer of any budget issues on an ongoing basis.

Prepares and evaluates requests for proposals (RFP), coordinates reviews with other project engineers, compiles and coordinates the distribution of bid documents, answers questions from bidders, issues addenda, reviews bids for acceptability, and organizes public participation processes.

Monitors and enforces current, newly adopted, and proposed legislation related to assigned areas of responsibility.

Serves on several related working staff committees.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	Telephone	Photocopier	Calculator	Printer
Plotter				
Motor Vehicle				

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four-year college or university in Civil Engineering, or other related field; and five (5) years of progressively responsible experience in practice of civil engineering including three (3) years of supervisory experience; or, any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

Engineer in Training Certificate required; Certification as Registered Professional Engineer preferred and may be required depending on assignment. Valid New Hampshire Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of civil engineering.

Principles and practices of traffic engineering.

Principles and practices of construction.

Principles and practices of surveying.

Modern methods and techniques utilized in development, design, and construction of municipal infrastructure.

Construction cost estimating for municipal infrastructure improvements.

Local codes, ordinances, and state and federal laws affecting municipalities.

General management principles.

Municipal budgeting procedures and multi-funded financing operations.

Computer applications related to the work, including AutoCAD and other civil engineering design software.

Accepted personnel practices, procedures, and policies, including supervision, training, and performance evaluation.

Skill in:

Typing and operation of a computer to enter and retrieve data.

Strong analytical abilities and skills.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Good mathematical skills.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read and interpret construction and development plans and specifications.

Plan, organize, and control work of assigned staff on special projects.

Manage the planning, design, and construction of numerous capital improvement projects within appropriated budget amounts.

Establish and maintain effective communications and working relationships with other city officials, employees, contractors, consultants, and the general public.

Prepare and present various reports for oral and written presentations.

Give directions and gain compliance from subordinates.

Select, develop, organize, motivate, and effectively utilize staff.

Interpret and apply established rules, regulations, policies, and procedures.

Accurately use engineering design software and AutoCAD drafting software.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Differentiate between shades of color.

Working Conditions:

Work is performed in an office and at construction sites.