

CITY OF BEAVERTON

Engineering Associate

General Summary

Perform a variety of engineering related duties requiring general knowledge in the area of civil engineering including surveying, basic design, drafting, construction inspection and plan review.

Key Distinguishing Duties

Perform engineering related duties of sufficient complexity to support the required work experience needed to meet the minimum qualifications for licensed professional engineer track by working under the direct supervision of a licensed professional engineer.

Essential Functions

Depending upon assignment, the associate may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Assist with both field and office survey work needed to develop base maps that will be used in the preparation of engineered plans.
2. Perform computer aided design and drafting (CADD) for improvement projects related to the construction of city owned and maintained utilities and infrastructure within the public right of way.
3. Conduct construction inspection to ensure compliance with approved plans, specifications and city standards on both CIP and privately financed development projects.
4. Review engineering plans related to privately financed development projects to ensure compliance with city design standards and conditions of approval.
5. Conduct field investigations and prepare narrative reports for project engineers. Prepare engineering designs, calculations, analysis and cost estimates.
6. Assist project engineers in the management of the design and construction of engineering related projects including the development of work plans, schedules and resource allocations.
7. Exhibit leadership to work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
8. Produce an acceptable quantity and quality of work that is completed within established timelines.
9. Model excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

10. Represent the division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
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13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of practices and principles of civil engineering.
- ◆ Advanced knowledge of techniques, equipment and instruments used in civil engineering design, construction inspection and surveying.
- ◆ Working knowledge of project management techniques and project budgeting.
- ◆ Working knowledge of managing consultant and construction contracts.
- ◆ Basic knowledge of the laws and regulations managing public engineering projects.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to public engineering projects.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.
- ◆ Advanced knowledge of mathematics as related to civil engineering principles.
- ◆ Advanced knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Successfully manage the functions and budget of projects and contracts.
- ◆ Effectively prepare and interpret engineering plans and specifications.
- ◆ Productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.

- ◆ Demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public; build consensus as needed
- ◆ Establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Apply excellent internal and external customer service skills.
- ◆ Communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Develop and deliver effective presentations and develop reports that may include technical information.
- ◆ Use word processing, spreadsheet, computer aided drafting and design tools, and other software as required for position.
- ◆ Properly and effectively use a keyboard, mouse or similar device, and general office equipment.
- ◆ Position oneself in a specific spot for prolonged periods.
- ◆ Access small and/or confined spaces.
- ◆ Traverse uneven terrain.

Minimum Qualifications Required for Entry

Bachelor’s degree in civil engineering from an ABET-accredited engineering degree program.

Licensing/Special Requirements

- ◆ Must possess a valid Oregon driver’s license and meet the City’s driving standards.
- ◆ The ability to pass the Fundamentals of Engineering exam administered by the National Council of Examiners for Engineering and Surveying within 6 months of hire date.

Working Conditions

Regular focus on a computer screen; occasional lifting between 20 and 50 pounds; exposure to high noise levels; dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads; occasional wearing of protective gear or clothing; and occasional response to emergency conditions during off-hours.

Classification History

Status: SEIU
 FLSA: Non-exempt
 Created: 01/2015

 Department Head Signature

 Human Resources Signature

 Date

 Date