



City of Lindsay

JOB DESCRIPTION
ASSOCIATE ENGINEER

Class Title: ASSOCIATE ENGINEER
Department: CITY SERVICES
Location: 150 N. MIRAGE

GENERAL PURPOSE:

Performs complex and professional work in the areas of water, sewer, streets, refuse, general building, parks and other City Services projects and programs ensuring technical competence and compliance with all current codes and criteria; may serve as a Project Manager.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Services Director.

SUPERVISION EXERCISED:

Will exercise general supervision over City Services staff as needed and assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Complete and submit yearly and as needed reporting in areas such as water, sewer, air quality, refuse, streets, general building and parks.

Develop bid documents and seek bids for various services and projects.

Perform special project studies in areas such as water, sewer, air quality, refuse, streets, general building and parks.

Orchestrate weed abatement services each year including bidding for clean up of properties and placing lien for repayment of costs.

Submit clean up reimbursement documentation for underground storage tank spills with the State Water Resources Control Board, tracking clean up and continued invoicing to the State for reimbursement of costs.

Coding of invoices for department and tracking of costs during the budget year.

Manage Landscape Assessment Districts including monthly inspection and yearly submission of costs to the City Services Director.

Track water use from a variety of sources, forecast future needs and calculate costs requesting check payment to the Bureau of Reclamation bi-monthly for water use.

Maintain a working relationships with Cal Trans personnel, submit state forms for grant projects and submit invoice payment requests for grant projects.

Develop water conservation plan, presentation of plan to City Council and subsequent implementation of the plan.

Direct contact with residents including but not limited to City project feedback, service request completion, complaint resolution, and special event organization and support.

Attend meetings on behalf of the City in such areas as Waste Management, recycling, energy conservation.



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Attend out of town educational meetings on topics such as water conservation, yearly report preparation and grant invoicing.

Management of projects in areas of water, sewer, air quality, refuse, streets, general building and parks. Contact point for consultants and other professionals disseminating information regarding projects.

Receive the public and answer questions; respond to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Compose, type, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Act as custodian of department documents and records. Establish and maintain filing systems, control records and indexes moderate independent judgment.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in Public Works or a closely related field or equivalent experience; or
- (B) Minimum of three years previous supervisory/professional experience;
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.

SPECIAL REQUIREMENTS

- (A) Must possess a valid State driver's license or have the ability to obtain one prior to employment and maintains at all times.
- (B) Must be physically capable of moving about City sites and under adverse field conditions.
- (C) Highly desirable to possess or have the ability to obtain certifications or licensing in the fields of water treatment and water distribution within 2 years of employment; and certifications or licensing in the field of sewer distribution and/or treatment within 5 years of employment.

TOOLS AND EQUIPMENT USED:

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; motor vehicle; phone; mobile radio; general hand and power tools as well as heavy equipment operation in the fields of water, sewer, refuse, streets, general building and parks.



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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both field and office settings. Outdoor work is required in the inspection of various construction sites or City Services facilities. Hand-eye coordination is necessary to operate computers and various pieces of office or field equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES:

Letter of interest, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.