



ENGINEER I (CIVIL)

Bargaining Unit: Professional Employee's Group
FLSA Status: Non-Exempt

DEFINITION:

Under immediate supervision, the Engineer I (Civil) performs a variety of professional and technical engineering tasks related to preparation of plans, designs, and specifications for a wide variety of public works infrastructure projects such as streets, sidewalks, cost estimates and report for public works projects, the Clean Water Program and other related work as required.

CLASS CHARACTERISTICS:

Engineer I (Civil) is the entry-level class in the Civil Engineer series. Incumbents possess the applicable education and training required to perform civil engineering duties. Incumbents perform standard and well-defined engineering tasks and work under immediate supervision in the performance of job duties. An incumbent may advance to a higher-level class after gaining experience and demonstrating proficiency that meets the qualifications of the higher-level class.

EXAMPLES OF DUTIES (illustrative only):

- Prepares plans, specifications, estimates, reports and administers contract documents for a variety of construction and maintenance projects.
- Provides guidance on the Alameda County Clean Water Program by attending required meetings and prepares the Annual Clean Water reports.
- Issues, monitors, and tracks all encroachment permits, transportation permits and certificates of liability insurance.
- Provides flood zone information to residents, based on FEMA maps and documents.
- Coordinates the operations & maintenance (O&M) requirements of completed projects with developers.
- Maintains records of all plans and contract documents.
- Performs field work, including residential complaints and inquiries investigations, construction and maintenance project operations, and those associated with other Capital Improvement Projects (CIP).
- Coordinates, monitors and oversees assigned activities with consultants, engineers, developers, contractors, other city departments and divisions, and outside agencies.
- Provides technical and professional engineering support and oversight services in design, construction and traffic engineering.
- Confers with representatives of internal and external agencies regarding facility and infrastructure development.

- Provides information and assistance at public counter.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

A bachelor's degree with major course work in Civil Engineering or a closely related Engineering field.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License with a satisfactory driving record.

Possession of an Engineering-in-Training Certificate issued by the State of California is highly desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of civil engineering.
- Applicable laws and regulatory codes.
- Methods, materials, tools and equipment used in engineering construction.
- Principles of algebra, geometry and trigonometry and their application to engineering.

Ability to:

- Prepare plans and specifications using programs including, but not limited to, AutoCAD, Excel, Word, GIS, Adobe, and photo editing software;
- Communicate effectively, orally and in writing.
- Learn applicable City ordinances and regulatory codes policies and procedures applicable to engineering functions.
- Prepare clear, concise, complete reports on technical materials.
- Make effective cost estimates and recommendations.
- Establish and maintain effective working relationships with other employees, contractors, and the public.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents generally work in a typical office environment with adequate light and temperature.