



# City of Tempe

## ENGINEERING ASSOCIATE+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	253	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Development / Public Works	<i>Salary / Hourly Minimum:</i>	\$27.120673
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$36.612981
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr Engineering Associate+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Technicians

**DISTINGUISHING CHARACTERISTICS**

This is the entry-level/training class in the series. This class is distinguished from the Senior Engineering Associate+ by the performance of more routine duties under close supervision.

**REPORTING RELATIONSHIPS**

Receives general supervision from the Principal Civil Engineer, or from other supervisory or management staff.

**MINIMUM QUALIFICATIONS**

<i>Experience:</i>	Two years of increasingly responsible experience performing a variety of technical civil engineering work.
<i>Education:</i>	Equivalent to an Associate of Arts Degree from an accredited college or university with major course work in civil engineering or degree related to the core functions of this position.
<i>License / Certification:</i>	None

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of technical tasks involving civil engineering design, field engineering, inspection, construction management, and design project management.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Perform design and construction management activities on capital improvement, private development, and utility projects; assume major responsibility for the design, inspection, testing, and acceptance of large, complex City construction projects to ensure compliance with specifications, plans, codes, and ordinances; approve pay estimates and progress reports, and, initiate change orders.
- Prepare correspondence and maintain contact with outside agencies, organizations, and the public.
- Make recommendations for changes in construction standard specifications and details to conform to field conditions.
- Ensure that proper safety standards and traffic control measures are followed.
- Develop and maintain Engineering Policies and Procedures.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

### **When assigned to the Capital Improvement Section:**

- Prepare engineering designs and drawings using sketches, survey field notes, and other engineering data for the computer aided design of a variety of public works projects, including land use, buildings, water and wastewater lines, streets, site grading, and storm drains.
- Manage the design of City projects completed by internal and external designers; determine procedures to be followed in processing, coordinating, scheduling, and supervising projects from the initial stage of completion.
- For contracted services, negotiate and develop contracts; coordinate the preparation and processing of payments and process funding adjustments as necessary.
- Review engineering calculations, soil reports, drainage reports, plat maps, deeds, legal descriptions, and other contract documents for value, constructability, errors, and omissions.
- Prepare staff summary reports and recommendations for the City Council for various contractual approvals.
- Conduct pre-construction meetings to establish project protocol and compliance with contract documents; and, facilitate construction progress meetings as required.
- Supervise and coordinate construction management activities performed by consultants; meet with contractor and/or project managers for project scheduling and coordination; and, review and process payments to consultants and contractors.

- Maintain inspection records, monitor logs (shop drawing submittals, requests for information, architectural supplemental instructions and change orders), material testing, and any additional project related documents, as required; confer with architects, engineers, contractors, and owners on proposed projects; oversee progress and quality of construction; and, interpret design intent and facilitate solutions.
- Monitor project budgets and schedules; verify quantities; prepare progress reports; estimate construction costs to validate change order proposals; and, process change orders.
- Verify accuracy of as-built information to ensure information is continuously incorporated into the construction contract documents.
- Schedule testing of construction materials at the appropriate time and interpret results.
- Facilitate close-out of project including preparation and completion of punch list items, employee orientations, and equipment start-up procedures; and, establish warranty start-up.
- Provide information to the public concerning assigned engineering projects.

**When assigned to Private Development and Utilities:**

- Assume major responsibility for the inspection, testing, and acceptance of offsite improvements (paving, water, sewer, storm drainage and associated private utility improvements) for private development construction projects to ensure compliance with approved plans, specifications, codes, and ordinances.
- Conduct pre-construction meetings to establish project protocol and compliance with contract documents.
- Ensure that proper safety standards and traffic control measures are followed.
- Maintain inspection records, enter inspection data into Permits Plus System and revise data as project status changes.
- Schedule testing of construction materials at the appropriate time and interpret results.
- Coordinate and manage the testing of water lines with the City's Water Utilities Department. Interpret test results and reschedule testing as required until passing results are achieved. Monitor and ensure that all water quality test and re-test fees have been paid by the Contractor.
- Confer with plan reviewers, architects, engineers, contractors and owners on projects to resolve unusual problems in accordance with City codes and standards.
- Provide information to the public concerning assigned engineering projects.
- Respond and resolve complaints and issues related to dust, mud tracking, and public safety.
- Review as-built plans to verify that accurate information is incorporated into the as- built plans and to ensure compliance with original plans and specifications.
- Prepare and monitor fees for overtime worked in conjunction with private development and/or utility work in public rights-of-ways.
- Facilitate close-out of project including preparation and completion of punch list items.
- Coordinate inspection work with other City departments and utilities.
- Provide administrative private development project support for the engineering permit and inspection section as assigned.
- Assist in the creation of manuals, policies and other hand-outs to assist contractors.

**When assigned to Community Development:**

- Assume major responsibility for the inspection, testing, and acceptance of offsite improvements (paving, water, sewer, storm drainage and associated private utility improvements) for private development construction projects to ensure compliance with approved plans, specifications, codes, and ordinances.
- Conduct pre-construction meetings to establish project protocol and compliance with contract documents.
- Ensure that proper safety standards and traffic control measures are followed.
- Maintain inspection records, enter inspection data into City permit processing software and revise data as project status changes.
- Schedule testing of construction materials at the appropriate time and interpret results.
- Coordinate and manage the testing of water lines with the City's Water Utilities Department. Interpret test results and reschedule testing as required until passing results are achieved. Monitor and ensure that all water quality test and re-test fees have been paid by the Contractor.
- Confer with plan reviewers, architects, engineers, contractors and owners on projects to resolve unusual problems in accordance with City codes and standards.
- Provide information to the public concerning assigned engineering projects.
- Inspect, respond to, and resolve complaints and issues related to dust, mud tracking, storm water discharge, and public safety.
- Review as-built plans to verify that accurate information is incorporated into the as- built plans and to ensure compliance with original plans and specifications.
- Prepare and monitor fees for overtime worked in conjunction with private development and/or utility work in public rights-of-ways.
- Facilitate close-out of project including preparation and completion of punch list items.
- Search records for parties which may have an interest in proposed sites or areas. Execute searches and public records requests in accordance with local and state statutes.
- Prepare, process for scanning, inspect archival quality, and provide approved nomenclature and database loading for a variety of documents including as-built plans and all private development project related records.
- Coordinate inspection work with other City departments and utilities.
- Provide administrative private development project support for the engineering permit and inspection section as assigned.
- Coordinate acceptance and return of offsite bonds taken to guarantee offsite improvement completion.
- Assist in the creation of manuals, policies and other hand-outs to assist contractors.

**When assigned to Information and Technical Services:**

- Determine the location and size of required right of way and easements for City street and sidewalk improvement projects, bus stops/shelters, street lighting and traffic signal purposes, and any engineering project specific acquisitions, as needed.

- Negotiate complex right of way and real estate transactions, including commercial, industrial and residential properties; and, draft and analyze real estate documents, including purchase and sale agreements, escrow documents, and title curative documents.
- Prepare Request for Proposals (RFP) for land sales of city-owned property; and, request reports, maps, and right of way documents to ensure accuracy; and, prepare or oversee the preparation of legal descriptions; and, review reports, maps, and right of way documents to ensure accuracy.
- Review appraisal reports of contracted appraisers; and, review Environmental Site Assessment reports of contracted consultants.
- Prepare and process a variety of documents, including: requests for encroachment permits, instruments for abandonment, Ordinances and Resolutions for City Council approval, annexation of territory to increase city limits.
- Advise owner of project purpose and scope, impact to their property and their rights under Federal and State law, City ordinances, and City policies and procedures.
- Recommend condemnation action when property negotiations have reached an impasse; and, work closely with City legal staff to prepare pleadings/filing for eminent domain hearing(s) in court. Prepare and maintain complete records of right of way legal descriptions, transactions, deeds, agreements, and other related documents; and, review documents prepared by private firms for City approval.
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- Work with project managers and engineers to resolve owner issues regarding property impacts as a result of City activity.
- Evaluate operations and activities within assigned areas of responsibility; recommend improvements and modifications; prepare various reports on operations and activities; assist in the resolution of work problems; and, interpret administrative policies to contracted employees, other departments, consultants, contractors, and the public.
- Search records for all parties which may have a legal interest in proposed sites; execute the necessary legal documentation; and, meet with legal counsel, City officials, private owners, and appraisers to coordinate projects.
- Participate in the review processing of private development projects; review a variety of plans for correctness and compliance with City and County codes pertaining to real estate issues.
- Assist in the management of multiple leases (including environmental monitoring wells), involving businesses occupying City right-of-way; and, review and appraise lease fees and revenue structure, as necessary.
- Utilize both in-house and Internet resources for information gathering and research.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Operate city vehicles;
- Use tools;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;

- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work, such as reviewing plans;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation;
- May require working extended hours;
- May work along for extended periods of time.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised October 1998*  
*Revised December 2001*  
*Revised March 2005 (Added Utilities Plan Review Assignment)*  
*Revised Nov 2005 (updated assignment responsibilities)*  
*Revised March 2008 (updated Private Development & Utilities Assignment)*  
*Revised April 2008 (updated Exp & Training Guidelines)*  
*Revised Nov 2010 (Removed optional driver's license statement)*  
*Revised June 2016 (Removed Land Surveyor job duties)*  
*Revised December 2016 (added physical and/or mental activities)*  
*Revised July 2018 (added when assigned to Community Development)*