JOB DESCRIPTION

Junior Engineer

Date Prepared: September, 2013

SUMMARY: Under general supervision, assists in various engineering activities ranging from plan preparation/review to contract administration.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepare plans, specifications, and cost estimates of various capital improvement projects (CIP); obtains all required permits and approvals; and assists in project advertisements and bid selections.
- Review map and infrastructure improvement plans; parcels and final maps; title reports and enclosed documents; NPDES permits; researches the current storm water management plan to ensure standards adherence; and ensure all security for public improvements are in place.
- Ensure all required documents, agreements, easements, vacations, access, and dedications are executed and properly documented.
- Prepare plats; collects and/or measures survey data; and creates parcel maps.
- Perform project management functions; calculate project quantities; prepares project cost estimates and specifications; and coordinates activities with other City departments and external agencies.
- Administer construction contracts; provide engineering support during project construction, and process contract change orders and design revisions.
- Prepare staff reports for City Council or other meeting agenda items.
- Attend various internal and external meetings regarding engineering topics or issues and respond to questions and inquiries from various individuals, groups, organizations or companies regarding a wide range of engineering topics and issues.
- Create and update the various atlas of utilities and the utilities of the VMUS system.
- Supports the relationship between the City of Victorville and the general public by demonstrating courteous and cooperative behavior when interacting with visitors, the public and City staff; maintains confidentiality of work-related issues and City information; performs other duties, as assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:
Bachelor's degree in Civil Engineering or a closely related field from an accredited college or university; AND one year professional municipal engineering experience; OR an equivalent combination of education,

training, and experience. A bachelor's degree in Civil Engineering may be substituted for one year of professional municipal engineering experience.

Knowledge of:

- City policies, procedures, and codes.
- Principles and practices of contract administration, civil engineering design, land surveying, municipal infrastructure, project management, and strategic planning.
- Advanced engineering calculations.
- Automated engineering design practices and methods.
- Pertinent state and federal laws.
- California Subdivision Map Act.
- Professional Land Surveyor's Act.

Skill in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Defining problems; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Conducting plan reviews.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, consultants, developers, contractors, external public and private agencies, title companies, utilities and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of a valid California State Driver's License.
- Engineer in Training or Land Surveyor in Training certification is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed both in an office and outdoor work environment. May have some exposure to dangerous machinery, extreme weather conditions and hazardous chemicals. May be required to lift and carry items weighing up to 50 pounds.