



City of Tempe

ENGINEERING ASSOCIATE+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	253	<i>Department:</i>	Community Development / Engineering & Transportation
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Engineering Associate+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range

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 (2) years of civil engineering experience.
<i>Education:</i>	Equivalent to an associate 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>	Possession of a valid driver's license.

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 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.

When assigned to the Capital Improvement Section:

- Perform pre-construction project coordination; assist the design team in field studies, investigations and inspections; perform plan review during the design phase of the project.
- Provide construction management duties including, but not limited to, reviewal of construction schedules, coordination and answering of requests for information (RFI) and architectural supplemental instructions (ASI), coordination of action item lists, reviewal and processing of progress payments, and preparation and authorization of change orders.
- Schedule and conduct pre-construction and progress meetings with contractors, engineers, architects, project owners, outside agencies, and other stakeholders; establish communication protocols; document and distribute meeting minutes and action item list; coordinate the attendance of affected parties.
- Coordinate and communicate roles and responsibilities among City staff, design and construction teams; utilize a team philosophy to ensure successful implementation of CIP projects; communicate regularly with appropriate parties to maximize the effectiveness of interdepartmental operations and activities.
- Oversee project progress and enforce quality of construction through daily site inspections, field observations, acceptance, and post-design activities of City CIP construction projects; interpret design intent and facilitate solutions according to project specifications, Maricopa Association of Governments Uniform Standard Specifications, and City, state, county, and federal regulations.
- Schedule and evaluate testing of construction materials at the appropriate time and interpret results from City departments, utility companies, materials testing companies, and consultant personnel; reschedule testing as required; analyze material testing results for compliance with job specifications.

- Maintain on-going inspection records, daily reports, monitor logs (shop drawing submittals, requests for information (RFIs), architectural supplemental instructions (ASIs) and change orders), material testing, and any additional project related documents, as required.
- Respond to and resolve complaints and issues related to dust, track out, public safety, noise and traffic control; perform inspections and complete required documentation for dust control compliance according to ordinances and regulations.
- Negotiate with contractors to resolve disputes regarding quality of work, additional construction costs, or deviation from schedule; initiate and negotiate change order settlements and allowances.
- Inspect contractor's work assuring compliance with plans and specifications; issue non-conformance reports (NCR) to address design and specifications deviations or work that fails to meet quality standards; track reports and approve resolutions; make sure through an inspection process that the issues have been resolved adequately.
- Manage the coordination between construction activities and their potential impact on citizens, businesses, and other entities to minimize negative impact; ensure that proper safety standards, traffic control measures, and after work hours procedures are followed.
- Effectively manage project constraints to assure successful completion of the project.
- Monitor project budgets and schedules; verify quantities; prepare progress reports; verify construction estimates to validate change order proposals.
- Provide information to the public concerning assigned projects; prepare routine project update correspondence to City stakeholders; maintain contact with outside agencies and organizations throughout a project's lifecycle.
- Maintain an updated and accurate set of construction contract documents by recording all documentation, including any deviations from approved plans and specifications.
- Review and approve accuracy of as-builts/redlines/record drawing information from the engineer and contractor to ensure relevant information is continuously incorporated into the construction contract documents during construction and ensure compliance with original plans and specifications.
- Facilitate closeout of project, including final walk through, preparation and completion of punch list items, coordination of any necessary employee orientations and equipment start-up procedures, and finalize permits; establish warranty start-up period and assist in resolving and addressing repairs during the warranty period.
- Prepare project warranty walk through; determine warranty issues; execute warranty work protocol and ensure issues are resolved.
- Oversee professional services contracts of Engineering Consultants, Consultant Construction managers, and Material Testing Firms. Review pay requests for professional services.

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.

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.

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> City of Tempe, AZ: Competencies</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)
Revised March 2021 (updated education, and When assigned to Capital Improvement Section)