

## **POSITION AVAILABLE**

### **ASSOCIATE CIVIL ENGINEER**

Engineer, working under the supervision of senior engineers, responsible for providing support for activities related to engineering and office work that may include planning and design of public works and capital improvement projects. Those projects may be funded locally or by county, regional, state and federal funding agencies. In addition, provide engineering support for public works projects including investigations, assessments, engineering studies, designs, and construction-phase services.

### **ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in these classes.

### **TYPICAL DUTIES AND RESPONSIBILITIES** (May include but not be limited to):

- Performs engineering work related to the design and construction, operations and maintenance of the streets and facilities, including parks and other projects; coordinates project work with utilities and provides technical assistance for projects.
  - Participates in the development, management, and implementation of City Capital Improvement Programs; assist with budget preparation for Capital Improvement Programs and annual Engineering Division budgets.
  - Assist with bidding procedures, prepare bid summary comparisons and a table format, and make recommendations for City Council consideration to award Public Works Contracts for construction.
  - Prepare and conduct informal request for proposals to construction support sub-consultants, summarize proposals received and make recommendations for award of Professional Services Agreements
  - Monitor and report on project status, budget vs. actual expenditures and contract time vs. actual time
  - Performs technical review and checks on various City Capital Improvement Projects.
  - Provides Conditions of Approval review and input for public improvements processed through the City's Planning Department.
  - Prepare engineering reports, cost estimates, specifications, construction schedules, and designs for projects. Project work will focus on street, roadway, and miscellaneous ADA improvement designs for municipalities and public agencies. Other duties may be assigned.
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- Assist with federally funded project requirements including preparing Requests for Authorizations, Final Reports of Expenditures, federal invoicing, etc.

#### **QUALIFICATION REQUIREMENTS:**

- **KNOWLEDGE AND APPLICATION OF:**
  - Principles and practices of engineering and administration as applied to the design and construction of public works facilities and technical inspection services.
  - Methods, materials and techniques employed in design and engineering, and public works construction and inspection.
  - Principles, practices and methods of public administration, budgeting, and contract management.
  - Applicable codes, regulations and standards relating to public works and engineering. Standards and guidelines for use of Federal and State funds for public works, engineering and capital improvement projects.
  - Current literature, information sources and research techniques in the fields of public construction, public works, infrastructure and funding opportunities, including grants.
  - Competent in AutoCAD with Civil 3D experience a bonus.
  - Proficient in MS Office.
- **EDUCATION & WORK EXPERIENCE:** Qualified candidates will have a Bachelor of Science degree in Civil Engineering from an accredited college or university and be registered as a Professional Civil Engineer in the State of California. Minimum six years of progressively responsible experience performing public works and civil engineering work with a civil engineering firm or municipal public works department.
- **LANGUAGE SKILLS:** Ability to read and interpret documents such as scientific reports, engineering drawings, operation and maintenance instructions, and user manuals. Ability to write clear and concise sections of technical reports specifications and other correspondence. Ability to speak effectively with co-workers and clients.
- **REASONING ABILITY:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **SALARY AND BENEFITS:**

- Salary commensurate with experience.
- NAI Consulting provides its employees with outstanding benefits including a cafeteria style medical/dental benefit, eight paid holidays, a Safe Harbor 401k Plan and profit sharing.



Civil Engineering  
Project Management  
Contract Administration

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*NAI is an Equal Opportunity Employer (EOE).*

The Employment Application is available under **Careers** at [naiconsulting.com](http://naiconsulting.com).

Please send Employment Application and resume to:

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68-955 Adelina Road  
Cathedral City, CA 92234

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