



CITY OF LODI

COUNCIL COMMUNICATION

ACENDA TITLE: Title Changes for Junior Civil Engineer, Assistant Civil Engineer

MEETING DATE: January 15, 1992

PREPARED BY: Personnel Director

RECOMMENDED ACTION: To change the titles of Junior Civil Engineer and Assistant Civil Engineer to Junior Engineer and Assistant Engineer

BACKGROUND INFORMATION: The California Board of Registration for Professional Engineers has mandated that only positions registered by the Board as Professional Civil Engineers can contain the word "civil" in their titles. Currently the Junior Civil Engineer and Assistant Civil Engineer classifications do not require registration as Professional Civil Engineers. To be in compliance with the Board's regulation, the word "civil" is being deleted from their titles. Other minor related changes have been made to the specifications to maintain correctness.

FUNDING: None

Joanne M. Narloch
Personnel Director

JMN/1ra

cc: Public Works Director

COUNCOV/TXTA.04P

APPROVED: _____

THOMAS A. PETERSON
City Manager

JUNIOR ENGINEER
ASSISTANT ENGINEER
ASSOCIATE CIVIL ENGINEER

DEFINITION:

Performs professional engineering work in the planning, design, and construction of public works and related projects. **Assumes** varying degrees of responsibility for the engineering requirements of water, sewer, storm drain, streets and other projects, depending upon class level. This is a flexible staffed class series in that the Junior level position may reasonably expect to progress to the Assistant level with training, satisfactory performance, and obtaining proper certification. Similarly, the Assistant **may** expect to progress to the Associate level.

DISTINGUISHING CHARACTERISTICS:

Junior Engineer

This is the entry level in the professional engineering class series. Positions in this class differ from Assistant Engineers in that they are not expected to immediately perform a wide range of engineering tasks or be familiar with City engineering policies and procedures. Unlike the Assistant, they would rarely exercise lead supervision over other engineering positions.

Assistant Engineer

This class is between the entry level and full journey level classes in the professional engineering class series. Positions in this class differ from the entry level (Junior Engineer) in that they perform a wider range of tasks, are more familiar with City projects and regulations, and are required to possess an Engineer-In-Training certificate from the State. The Assistant differs from the Associate Civil Engineer in that the Associate performs the most difficult engineering tasks while the Assistant performs moderately difficult tasks. The Associate regularly exercises indirect supervision over other professional engineers while the Assistant does so only occasionally. Also the Associate is a Registered Engineer while the Assistant is an Engineer-In-Training. Positions in this class generally are filled from the Junior level.

Associate Civil Engineer

This is the full journey level class in the professional engineering class series. Positions in this class **perform** the more difficult professional engineering work and are distinguished from the Assistant Engineer in that they are Registered Civil Engineers, performing the functions requiring registration and act in the absence of the Senior Civil Engineer. Positions in this class normally are filled from the Assistant level.

SUPERVISION RECEIVED AND EXERCISED:

Junior Engineer

Receives specific direction from higher level professional engineers. Occasionally exercises indirect supervision of a technical nature over sub-professional engineering positions.

Assistant Engineer and Associate Civil Engineer

Receives general direction from higher level professional engineering positions. Exercises indirect supervision of a functional nature over lower level Civil Engineers and over sub-professional engineering positions, usually as a project manager for a public works project.

JUNIOR ENGINEER
ASSISTANT ENGINEER
ASSOCIATE CIVIL ENGINEER

EXAMPLES OF DUTIES:

Duties **may** include, but are not limited to, the following:

Designs and prepares plans, specifications and cost estimates **for** public works projects including water, wastewater, street, storm drain, and related projects; researches project design and requirements; performs complex calculations and prepares estimates of time and material cost.

Reviews and checks final maps, parcel maps, and subdivision improvement plans for accuracy and conformance with City codes, ordinances and departmental requirements.

Writes and checks legal descriptions for parcel of land.

Conducts specialized studies involving selection and use of materials and equipment, design techniques and economic comparison of alternatives, (i.e., water well construction and rehabilitation. man-made **lake** design, sewer pipe materials. etc.).

Serves as field inspector and field engineer on public works projects.

Assigns routine investigation, design and drafting tasks to technical sub-ordinates; reviews completed work; assists in the solution of difficult problems.

Prepares applications for State and Federal grants; administers grant projects.

Answers questions from contractors, private engineers, other public **members**, and other City departments on public works projects, City codes, ordinances, and policies.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Junior Engineer

Principles and practices of engineering as applied to public works, utilities, and building construction projects.

Methods, materials, and techniques used in the construction of public works and utilities projects.

Modern developments, current literature and sources of information regarding engineering.

Assistant Engineer (in addition to the above requirements):

City engineering policies and **procedures**.

Associate Civil Engineer (in addition to the above requirements):

Principles of supervision and training.

JUNIOR ENGINEER
ASSISTANT ENGINEER
ASSOCIATE CIVIL ENGINEER

Ability to:

Junior Engineer

Make engineering designs, do computations, and prepare engineering plans and studies.
Use and care of drafting and surveying instruments.

Assistant Engineer (in addition to the above requirements):

Do moderately complex engineering designs and do computations under general supervision.
Communicate clearly and concisely, orally and in writing.

Associate Civil Engineer (in addition to the above requirements):

Perform complex professional engineering work with a minimum of supervision.
Manage engineering projects from inception to completion.
Perform field inspection of public works projects; review plans and maps submitted for compliance with all pertinent guidelines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

A Bachelor's Degree in Civil Engineering from an accredited college or university.

Experience:

Junior Engineer

NO related working experience.

Assistant Engineer

Two years experience as a professional engineer.

Associate Civil Engineer

Three years experience as a professional engineer, including two years experience with the City of Lodi.

Licenses and Certificates:

Junior Engineer

Possession of a valid driver's license (class C) issued from the California Department of Motor Vehicles.

Assistant Engineer (in addition to the above requirements):

Possession of an Engineer-In-Training certificate issued by the California Board of Registration for Professional Engineer.

Associate Civil Engineer (in addition to the above requirements):

Possession of a Certificate of Registration as a Civil Engineer issued by the California Board of Registration for Professional Engineers.

RESOLUTION NO. 92-12

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A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE TITLE CHANGE FROM JUNIOR CIVIL ENGINEER TO
JUNIOR ENGINEER AND FROM ASSISTANT CIVIL ENGINEER TO ASSISTANT ENGINEER

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WHEREAS. the California Board of Registration for Professional Engineers has mandated that only positions registered by the Board as Professional Civil Engineers can contain the word "civil" in their titles;

NOW, THEREFORE, BE IT RESOLVED. that the Lodi City Council hereby approves, as mandated, the title change from Junior Civil Engineer to Junior Engineer and from Assistant Civil Engineer to Assistant Engineer.

Dated: January 15, 1992

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I hereby certify that Resolution No. 92-12 was passed and adopted by the Lodi City Council in a regular meeting held January 15, 1992 by the following vote:

Ayes: Council Members - Hinchman, Pennino, Sieglock, Snider
and Pinkerton (Mayor)

Noes: Council Members - None

Absent: Council Members - None

Alice M. Reimche
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City Clerk *by jmf*