

**TITLE:** **ASSOCIATE ENGINEER**  
**STATUS:** **Non-Union/FLSA Exempt**  
**GRADE:** **Grade 15**

**JOB SUMMARY:**

Applies engineering principles and practices in the preparation of plans, specifications and estimates related to the design, construction and maintenance of capital improvement projects, small works projects, utility local improvement districts and other projects, within established civil engineering practices and procedures. This is an engineer-in-training position. The incumbent must be willing to learn and have the desire and ability to complete training or related coursework as required.

**REPORTING RELATIONSHIPS:**

This position report to the Capital Projects Manager.

**ESSENTIAL DUTIES** include the following:

- Assists in the development of and reviews engineering plans and specifications for routine projects;
- Performs preliminary project engineering including written project analysis, preliminary drawings and specifications, preliminary estimates of probable costs, and preliminary legal/boundary research;
- Develops, reproduces, and plots drawings for utility comments, in-house review, and final contract bid documents for capital improvement projects;
- Researches and compiles records and field data for the preparation of construction plans;
- Prepares construction drawings for Capital Improvement Projects;
- Maintains active communication with contractors, engineers, surveyors, government agencies, and the general public for any engineering, surveying, or construction related issues;
- Assists in the administration of contracts for professional services and construction for routine projects; advertises for professional services and for construction contractors, reviews proposals and bids, and makes appropriate recommendations;
- Assists with contract negotiations; directs or performs field inspections to ensure compliance with contracts; resolves problems and requests for contract changes and prepares progress payments for contracts;
- Assists in ensuring that projects and activities comply with applicable laws and regulations; obtains appropriate permits and approvals from government agencies and monitors changes in the legislative/regulatory requirements which could impact District engineering and construction work;
- Develops planning reports, environmental assessments, and other written documents; prepares engineering and planning reports for implementing water and sewer service;
- Performs other duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Civil engineering, project management, and construction management theories, principles, methods, practices, and techniques;
- Construction contract administration;
- Safety precautions; and
- Customer service techniques.

**Skill in:**

- Working with government agencies to obtain permits for development and construction and coordinating District activities with other public agencies;
- Preparing engineering/construction plans, specifications and estimates;
- Researching technical records and requirements;
- Writing technical reports in a clear, concise manner;
- Reviewing plans for compliance with rules and regulations;
- Tracking and monitoring project records;
- Using computers and applicable software specifically including Arc GIS and AutoCAD; and
- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Experience/Education:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities to perform the job. A typical way to obtain the knowledge and experience would be one year of progressively responsible civil engineering experience or a related field and a Bachelor of Science Degree in Civil Engineering, Mechanical Engineering, or related field. Also requires a valid Washington State Driver's License and a Washington State Engineering-in-Training Certificate or the ability to earn one within six months. .

**WORKING CONDITIONS:**

Duties are primarily performed in an office environment while sitting at a desk, drafting table, or computer terminal but may also require travel to meetings and field inspections of construction projects. When in the field, the employee may be exposed to adverse weather conditions, automobile traffic and construction hazards. Duties require visual inspection of construction drawings and projects.

**PHYSICAL REQUIREMENTS:**

This position typically requires climbing on stairs, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. Sedentary work involves sitting most of the time.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Adopted: