

City of Reno

<http://www.reno.gov/>

POSITION TITLE: Associate Civil Engineer

POSITION LOCATION: Reno, NV

POSITION DESCRIPTION:

The City of Reno is searching for two Associate Civil Engineers; one position is available in the Community Development Department and another is available in the Public Works Department. Under general supervision, the Associate Civil Engineer performs a variety of difficult and complex professional and civil engineering functions involved in the design, construction, and investigation of capital improvement and new development projects; reviews plans, designs, and specifications and recommends changes for compliance; and responds to questions and inquiries from the general public, property owners, developers, architects, surveyors, contractors, and city staff regarding engineering and development projects. Duties include, but are not limited to:

- Coordinating the work of various outside professionals to achieve desired project outcomes and negotiating with consultants in the planning, design, construction, and inspection of projects
- Designing and preparing contract specifications for construction of various public works and capital improvement projects; researching design requirements, performing complex engineering calculations, and analyzing material and design data; and preparing estimates of time and material costs
- Creating master plans for capital improvement and new development projects including planning, research, funding, and assembling professional teams
- Preparing a variety of difficult and complex engineering reports, studies, and technical documentation and utilizing specialized engineering applications, databases, programs, and graphics
- Conducting technical reviews of plans and reports for projects affecting city streets, sewers, drains, and related public works facilities for adequacy and conformance with applicable municipal codes and regulations and recording maps with county recorder
- Coordinating the review and processing of plans with other staff and agencies to ensure timeliness and completeness and assigning tasks to subordinate staff members
- Performing field reviews of new construction to identify potential unaddressed problems and negotiating changes to plans, plats, maps, or field construction as necessary
- Performing various project management functions; preparing and monitoring budgets; preparing designs and specifications; reviewing and tracking the progress and work of consultants and contractors; monitor the project schedule; administer permits; ensure compliance with specifications; preparing budget, progress, and status reports; and recommending modifications as necessary
- Conducting various presentations for the City Council, Planning Commission, and other committees and providing professional technical advice to city staff regarding potential strategies or preferred ways to plan capital construction projects
- Representing the city at various meetings and committee regarding the implementation of projects and evaluating and prioritizing projects to support city and council goals and objectives

- Responding to questions and inquiries from the general public, property owners, developers, architects, surveyors, contractors, and city staff regarding engineering and development projects, providing information within the area of assignment, and resolving complaints in an efficient and timely manner
- Assessing feasibility and soundness of proposed engineering tests, products, and equipment
- Attending and participating in professional group meetings; maintaining awareness of new trends and developments in the field of engineering; researching, reviewing, updating, and revising existing ordinances, policies, and design standards; and incorporating new developments as appropriate into programs

MINIMUM QUALIFICATIONS:

- BS from accredited college or university with major course work in Civil Engineering or a related field
- Two years of increasingly responsible professional engineering experience at a level comparable to a Project Coordinator (formerly Assistant Civil Engineer) with the City of Reno
- Possession of registration as a Professional Engineer and the ability to obtain reciprocity in the State of Nevada within six months of hire
- Perform variety of difficult and complex professional civil engineering functions
- Operations, services, and activities of a municipal engineering design and construction program
- Interpret, explain, and enforce department policies and procedures
- Modern and complex principles and practices of civil engineering
- Coordinate the work of various outside professionals to achieve desired project results
- Modern and complex principles and practices of traffic engineering
- Research, review, update, and revise existing ordinances, policies, and design standards
- Methods, materials, and techniques used in civil engineering projects including those used in the design and construction of development projects
- Ensure project compliance with applicable rules, regulations, and codes
- Mechanics and properties of materials
- Collect, assimilate, and evaluate data and prepare recommendations related to civil engineering projects
- Methods and techniques of engineering plan review and analysis
- Perform complex engineering computations and calculations
- Methods and techniques of conducting site and field investigation
- Principles and practices of field surveying including topographic and construction surveying
- Drafting methods, techniques, and equipment including those used in computer-aided drafting
- Inspect public works projects for conformance with plans and specifications
- Administer change orders and contract laws
- Interpret, explain, and enforce department policies and procedures
- Operate office equipment including computers and supporting word processing, spreadsheet, and specialized engineering software programs
- Work independently in the absence of supervision
- Understand and follow oral and written instructions
- Work in a team-based environments to achieve common goals
- Coordinate multiple projects and complex tasks simultaneously
- Prepare clear and concise administrative and technical reports
- Conduct analytical traffic studies accurately and reliably

- Mathematical principles as applied to civil engineering work
- Engineering maps and records
- Methods and techniques of contract negotiations and administration
- Recent developments, current literature, and sources of information related to innovations and trends in civil and traffic engineering design and development
- Principles and practices of business correspondence and technical report preparation
- Office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs
- Occupational health and safety standards
- Pertinent federal, state and local laws, codes and regulations related to the assigned field of engineering

SALARY INFORMATION: Annual salary between \$89,104.86 and \$98,237.62

HOW TO APPLY:

Interested applicants should submit a complete application and supplemental questionnaire online at www.reno.gov/jobs.