



Town of Oro Valley Classification Description

Title: **SENIOR ENGINEERING ASSOCIATE**
Job Code: 3165
FLSA Status: Exempt

Department: Water Utility
Salary Grade: 117

POSITION SUMMARY:

Under the supervision of the Engineering Division Manager, this position performs a variety of professional grade engineering tasks related to evaluation, planning, design, agency coordination and construction management of water infrastructure projects. Performs hydraulic modeling and New Development plan reviews, attends agency meetings related to New Development projects. Exercises initiative, technical expertise and independent judgment in implementing departmental policies and goals and in performing administrative and technical assignments.

ESSENTIAL JOB FUNCTIONS:

- A. Assists the Engineering Division Manager as required.
- B. Knowledge of the principles and practices of civil engineering and the methods and techniques used in the planning, design and construction of water systems.
- C. Prepares clear, concise and accurate technical specifications, engineering reports, contract documents, correspondence, construction cost estimates and related materials.
- D. Communicates effectively with professional, technical and management personnel.
- E. Assists with the preparation and evaluation of Request for Proposals and Request for Qualifications and the selection of engineering consultants and contractors.
- F. Reviews and approves engineering designs.
- G. Evaluates construction bids and cost proposals, provides contract award recommendations to management.
- H. Administers construction projects by providing shop drawing reviews, answering requests for information, tracking progress, approving payments and providing regular updates and reports on construction progress to management.
- I. Applies systems analysis techniques & computerized hydraulic modeling applications to water system planning.
- J. Reviews and verifies plans and specifications for compliance with New Development standards and codes.
- K. Coordinates with the Legal Department on various development agreements and related legal issues.
- L. Coordinates projects and timing, as required, with all Town departments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and skill in interpreting applicable Town, State and federal statutes, ordinances, codes, rules and regulations governing municipal water works.

- Knowledge of and skill in automated drafting techniques and capabilities (AutoCAD).
- Knowledge of and skill in database management techniques and capabilities.
- Knowledge, experience and skill in water system design and operation.
- Skill in administering construction projects, contract administration and negotiation.
- Skill in understanding and improving the design and construction of water infrastructures.
- Skill in verbal and written communication and preparing presentations.
- Skill in using personal computers and Microsoft Office suite.
- Ability to read legal descriptions, plats, improvement plans and survey data.
- Ability to establish and maintain effective working relationships with associate personnel, consultants, contractors and other Town, City, County, State and Federal agencies.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Civil Engineering or Engineering related field **AND**
- Five (5) years of experience in the design and construction of water infrastructures **OR**
- An equivalent combination of education and experience.
- Must possess at time of application and maintain a valid Arizona driver license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.