

# **METRO**

## **Classification Description**

**TITLE: Associate Engineer**

**Class No: 0307**

**Bargaining Unit: AFSCME 3580**

**Salary Range: 18E**

**Established:**

**FLSA: Exempt**

**Revised: 2007**

### **Classification Summary:**

Performs a variety of skilled engineering assignments, involving investigation, analysis and development of technical studies pertaining to planning activities.

### **Supervision Received:**

Supervision is received from a Supervisor or Manager.

### **Supervision Exercised:**

None

### **Distinguishing Features:**

The Associate Engineer classification is distinguished from the Assistant Engineer classification by the ability to function independently and perform more complex professional engineering tasks.

### **Essential Functions:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks, which an employee in this classification may be expected to perform.

1. Compiles and analyzes historical base information on various engineering projects.
2. Develops necessary automated and manual data files used in forecasting and planning activities.
3. Develops methodologies for development of models.
4. Coordinates and/or assists in management of consultant contracts.
5. Develops, prepares and presents general and technical reports and information and programs for regional use.
6. Develops and/or assists in writing requests for proposals (RFP's). Assists in evaluation and selection of contractors or vendors who respond to RFP's.
7. Designs plans and specifications.
8. Implements Metro's Special Waste Program and determine acceptance of special waste in accordance with federal and state hazardous waste regulations.

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9. Works with staff of other public jurisdictions.
10. Answers technical and routine inquiries.
11. Reviews and critiques technical products from contractors. Reviews and critiques technical plans of local agencies for compatibility with plans.

### **Secondary Functions:**

1. Performs other related duties as assigned.

### **Job Specifications:**

Bachelor's degree in civil engineering or related field and two years of experience in engineering; or any combination of education and experience which would provide the applicant with the desired knowledge, skills, and ability required to perform the job. Possession of or ability to obtain a valid professional engineering license within one year of appointment. Other requirements may include, but are not limited to:

1. Knowledge of general civil engineering design and construction principles and methodologies.
2. Knowledge of federal, state and local requirements and trends related to regional planning and civil engineering.
3. Knowledge of local geography and resources as they relate to regional planning.
4. Ability to gather and accurately analyze and critique technical and statistical data.
5. Ability to recommend an accurate course of action and apply planning principles and techniques to specific situations.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to work effectively with other agencies, consultants and Metro staff.
8. Ability to obtain and keep a valid driver's license.

### **Working Conditions:**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires good general hearing (both in person and over the phone), frequent standing, walking, talking and sitting. May also require occasional stooping, crawling, reaching, feeling, and repetitive motions of the hands/wrists, bending, and lifting or carrying up to 20 pounds.