



## Assistant Engineer

Department/Division:	Public Works
Reports To:	Engineering Manager
Provides Direction To:	Engineering Intern
Revised:	February 20, 2020

### GENERAL PURPOSE

Under supervision, performs journey level professional and technical engineering functions within the Public Works Department; prepares engineering reports, makes cost estimates, and inspects private development and public works projects; assists engineering staff with related assignments; and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS

The Assistant Engineer is the journey-level classification in the professional engineering series. This classification performs varied engineering assignments requiring knowledge of civil engineering principles, design standards, and construction regulations. This job is distinguished from the Associate Engineer classification given that it does not exercise formal supervisory authority or manage entire projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Performs professional level civil engineering work, which includes directing and coordinating a portion of the City's functions on Capital Improvement Projects (CIP).
2. Prepares designs, plans, cost estimates, specifications and reports related to a wide variety of city projects.
3. Prepares and provides reports for various public meetings such as City Council, Planning Commission, Development Plan and Review Board and interagency meetings.

4. Participates in the inspection of a variety of public works and city construction projects including the administration of engineering consultant and construction contracts.
5. Responds to public inquiries and basic concerns in regard to public works projects and responsibilities.
6. Processes all phases of engineering plan checks on subdivision parcels and private developments, including tract maps, streets, sewers and storm drain plan checks; issues related permits.
7. Assists in the development of the division's CIP goals, objectives, budget, policies and procedures and their implementation; makes recommendations relative to the scheduling of tasks.
8. Oversees the work of contractors and consultants involved in public works projects.
9. Reviews, trains and oversees the work of engineering interns.
10. Writes correspondence to other City, County, State or Federal agencies.
11. Maintains the City's Pavement Management System, and Geographic Information System (GIS) database.
12. meetings.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

1. Theory, principles and practices of civil and structural engineering design and construction.
2. Basic provisions of Subdivision Map Act and sub-division design principles.
3. Standards for public works design and constructions.
4. Surveying principles.
5. Strengths, properties and uses of construction materials.
6. Legal guidelines for construction and environmental engineering projects.
7. Communications techniques.
8. Cost estimation practices.

### **Ability to:**

1. Operate computer terminal and use computer-aided design, mapping, spreadsheet and word processing programs.
2. Review and prepare engineering plans, specifications and design requirements.
3. Analyze and interpret legal contract and work agreements.
4. Prepare and evaluate engineering data.
5. Evaluate and present alternatives for solving engineering and traffic issues.
6. Organize and prioritize tasks to meet deadlines.

7. Prepare clear and concise reports, drawings, maps, notes, correspondence and other written materials.

### **Education/Training/Experience:**

Any combination of experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

**Education:** Equivalent to Bachelor's Degree in Civil Engineering, or a closely related field, preferably supplemented by a valid Engineering-In-Training (EIT) certificate.

**Experience:** Two years of professional experience in civil engineering work.

**Licenses; Certificates; Special Requirements:** A valid driver's license, from a state Department of Motor Vehicles, in order to perform field reviews of engineering sites. Possession of a valid Engineer-In-Training certificate issued by the State of California is desired.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; talk or hear both in person and by telephone; use hands to finger, handle, feel objects or controls; and reach with hands and arms. The employee must travel over uneven terrain and stand and lift and carry records and documents that weigh 20 pounds or less. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math/mathematical skills; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee usually works under typical office conditions where the noise level in the work environment is quiet. Employees may occasionally be required to work in outside conditions, be exposed to wet or humid conditions and be exposed to loud machinery at construction sites. This position may be required to assist during emergencies as needed.