



MARCH 2016
FLSA: EXEMPT

ASSISTANT ENGINEER

DEFINITION

Under direct supervision, performs professional field and office civil and/or transportation engineering work related to the planning, design, construction and maintenance of capital improvement projects and/or traffic safety and operations and daily departmental operations, including the preparation of basic designs, specifications, plans, estimates and reports for the development and modification of City infrastructure; provides assistance in the development of consultant requests for proposals for professional and/or construction services; manages less complex engineering projects; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a Senior Civil Engineer or Division Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the first-level of the professional engineering classification series with responsibilities spanning the full range of the City's engineering function. Incumbents manage routine engineering projects under supervision where project plans and technical specifications are reviewed by a Senior Civil Engineer. Incumbents may be assigned to the Department where they are expected to develop advanced skills and the ability to work with greater independence. This class is distinguished from Associate Engineer in that the latter may require registration as a professional engineer and is assigned more advanced project management, design and plan review responsibilities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as plan check engineer or project manager on routine projects, including defining project scope, selecting consultants, negotiating contracts, change orders and amendments; prepares and monitors project schedules; monitors, reviews and coordinates project design and construction; evaluates contractor's requests for extra work; monitors contractor's work and enforces terms of the contract; processes payments and change orders; coordinates projects with businesses, utilities and other city departments.
- Prepares routine plans, designs, specifications, estimates and reports, including determining materials and availability of funding; provides special study engineering reports and drafts engineering staff reports for the City Council.
- Reviews private development plans submitted by developers, land owners and engineers for adequacy of application and conformance to City standards, plans and specifications.
- Provides technical advice to contractors, other professionals and the general public regarding policies, codes and regulations; assists in resolving problems.

- Performs technical review of plans ensuring plans are in compliance with codes and regulations; processes a variety of encroachment permit applications.
- Participates in and conducts the development of consultant requests for proposal for professional and/or construction services and the advertising of bid processes; evaluates bids and proposals and makes recommendations on project award.
- Conducts engineering and related studies; prepares staff reports and grant applications.
- Reviews and monitors Geographic Information Systems (GIS) consultant services to the City for base map updates and production and maintenance of GIS mapping activities.
- May act as the City's representative at meetings and promote the City's interests and objectives.
- Maintains accurate records and files.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic engineering theories and principles.
- Basic principles of project management.
- Basic principles of capital improvement cost estimation and contract administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office practices and technology, including personal computer hardware and software applications related to the work, such as computer-aided drafting (CAD) concepts and applications and Geographic Information Systems (GIS) programs.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and with property owners, developers, contractors, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff

Ability to:

- Prepare engineering designs and plans.
- Prepare, negotiate, and manage contracts and projects and monitoring the work of contractors and consultants.
- Read blueprints, plans, and technical specifications.
- Write technical reports and preparing cost estimates.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, technical written material, and City engineering policies and procedures.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in a civil engineering curriculum or a field related to the area of assignment and two (2) years of professional engineering experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of certification as an Engineer-In-Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.