

JOB DESCRIPTION



ASSISTANT ENGINEER

DEFINITION

Under the direction of the Senior Civil Engineer, performs civil engineering work related to designing, planning, reviewing, and inspecting public works and private facilities and developments; performs technical and feasibility studies and makes recommendations based on the results; functions as project engineer; and does related work as required.

EXAMPLES OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

(E) Essential Duty; (M) Major Portion of Time

- Perform engineering work in the design and construction of streets, sidewalks, water and sewage facilities, drainage structures, airport facilities, park or recreation facilities, and other public works. (E, M)
- Perform plan checks and design review for adherence to codes and acceptable engineering standards and make various recommendations for improvements. (E, M)
- Work with developers and private engineering firms to coordinate the construction of new subdivisions. (E, M)
- Create maps and plot plans from a variety of civil engineering and mapping software programs. (E, M)
- Conduct field inspections of municipal contract construction and repair work, provide assistance, prepare change orders, recommend payments, and ensure that all phases of construction meet contract specifications. (E)
- Work with the public to answer questions and provide technical information. (E)
- Assist with traffic engineering work.
- Prepare special engineering studies and reports.
- Prepare estimates and feasibility reports for new or modified services and structures.
- Assist in engineering activities and field service programs with other City departments and divisions and with outside agencies.
- Assist in the development of goals, objectives, policies, and priorities.
- Assist in the preparation and administration of the budget.
- Represent the City in the community and at professional meetings as required.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Engineering principles and practices as applied to municipal public works, including project planning, development, design, and construction, and the maintenance of public improvements.
- Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to public works facilities.
- Computer skills including word processing, spreadsheets, database and Autodesk Land Desktop. GIS software knowledge, such as ESRI Arcmap desired.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Perform technical engineering work of a complex nature.
- Prepare plans and drawings neatly and accurately.
- Understand and interpret engineering construction plans, specifications, contract documents, complex technical and legal documents, maps, and technical drawings and plans.
- Perform technical research and solve difficult engineering problems.
- Conduct comprehensive engineering studies and prepare reports with appropriate recommendations.
- Establish cooperative and effective working relationships with those contacted in the course of work.
- Adjust workload to changes and work under stress to meet deadlines.

Experience:

One or more years of work experience in the field of civil engineering or a closely related field desired. The City will also consider applications from recent college graduates.

Education:

Equivalent to a Bachelors of Science Degree in Engineering from an accredited college or university, with major course work in civil engineering.

Necessary Special Requirements:

- Possession of a valid certificate of Engineer in Training (EIT) for civil engineering, issued by the State Board of Registration for Civil and Professional Engineers, or ability to obtain prior to the end of the probationary period. Applicants with certification as a Land Surveyor may also be considered.
- Possession of an appropriate, valid California Driver's License is also required.