

## ASSISTANT ENGINEER

### DEFINITION

Under direction, performs standard professional field and office engineering work related to the planning, design, construction and maintenance of City capital improvement projects, City infrastructure and daily departmental operations; confers with developers, contractors and representatives of other agencies regarding facility and infrastructure development; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Direction is given by the Public Works Director. May receive supervision and/or technical direction from the Senior Civil Engineer. No direct supervision is exercised. May provide training to technical support staff.

### CLASS CHARACTERISTICS

This is the first experienced-level class in the professional engineering series with responsibilities spanning a broad spectrum of the City's engineering function, including routine project responsibilities. Successful performance of the work requires skill in coordinating work with those of other City departments and public agencies and well as dealing with the public. This class is distinguished from the class of Associate Civil Engineer in that the latter performs more complex project management and professional design and plan review responsibilities.

### EXAMPLES OF DUTIES (Illustrative Only)

- Prepares scopes of work, designs, specifications, plans, estimates and reports for the development and modification of City infrastructure, including streets, curbs, gutters, water and wastewater utilities, and various other public works facilities and appurtenances.
- Reviews private development plans submitted by developers, land owners and engineers for adequacy of application and conformance to City standard plans and specifications.
- Participates in the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award.
- Administers contracts for professional services and/or construction; responds to issues, schedule changes and other contractual problems.
- Interprets and administers applicable laws and ordinances governing engineering work.
- Researches, prepares and recommends methods of financing various improvements; reviews, analyzes and makes recommendations concerning engineering, project costs, operations and control aspects of land development proposals including environmental and other documentation.
- Performs construction inspection as required to confirm contractual compliance to engineering and construction standards.
- Assists in and manages design and construction for public works projects; manages project budgets; ensures contractor compliance with contract documents, time and budget estimates; recommends field changes as required.

- Conducts engineering and related studies, evaluates alternatives, makes recommendations and prepares and presents reports to the City Council; answers Council questions as required.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.
- Coordinates assigned activities with those of other City departments, local, state and federal agencies and utilities.
- May act as the City's liaison with a variety of committees, commissions, construction and design engineers, developers and represents the City and the department in meetings with other public, regulatory and private organizations.
- Prepares a variety of written correspondence, reports, grant applications, master plans, procedures, ordinances and other written materials.
- Maintains accurate records and files.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of civil engineering and surveying in a municipal setting.
- Basic principles, practices, procedures and standards related to City public works and engineering infrastructure development and maintenance.
- Basic principles of capital improvement cost estimation, project management and contract administration.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- Applicable laws, codes and regulations.
- 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.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

### **Skill in:**

- Developing and reviewing standard plans for municipal public work projects.
- Preparing engineering cost estimates, maps, drawings and layouts for capital improvement projects.
- Assisting in and developing and administering contracts for professional services and construction.
- Conducting research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Interpreting, applying and explaining codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using English effectively to communicate in person, over the telephone and in writing.
- Maintaining accurate records and files.

- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

**Education and Experience:**

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

EITHER equivalent to graduation from a four-year college or university with major course work in civil engineering or a related engineering field, OR possession of a valid California Engineer-In-Training Certificate (EIT) or Land Surveyor-In-Training Certificate (LSIT) and two years of professional engineering design, plan review and/or project administration experience, preferably in a public agency setting.

**License:**

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to inspect various sites; walk on uneven terrain and construction sites; vision to read printed materials and a computer screen and make inspections as noted above; and hearing and speech to communicate in person, before groups and over the telephone.