ASSISTANT ENGINEER

JOB SUMMARY: Under direction, performs professional engineering work; reviews and oversees design and construction development projects and supervises related public works activities; reviews and plan checks improvement plans and studies; supervises projects and work of subordinate technical staff; serves as project engineer as needed; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This is typically the entry-level professional engineering series position. It may also be used to perform complex technical engineering work. Positions in this classification are assigned a variety of plan review, project management and, under direct supervision, make recommendations in resolving engineering issues and problems. The complexity of assignments will increase with training and experience, correspondingly the level of direct supervision will decrease. After training, incumbents in this classification are expected to be able to perform assignments of average complexity with direction.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Coordinates, manages and designs land development, traffic, municipal utility and capital improvement projects.
2. Serves as liaison for the City to private engineers, surveyors, developers, other public agency employees and engineers, and the general public.
3. May provide lead direction to clerical and/or technical staff.
4. Plans, coordinates and oversees the work of consultants; explains procedures, checks work for conformance with standards, and resolves procedural and policy questions; administers professional service contracts.
5. Coordinates with state, county, utility companies, and other agencies for project and construction approval.
6. Serves as project manager on right-of-way engineering preparation and processing.
7. Assists in the preparation and review of engineering plans, specifications and legal documents, correspondences, reports and proposals.
8. Represents the City at a variety of meetings.
9. Assists in administering State and Federal grant funding applications.
10. Assists with project construction management and administration.
11. May perform the following essential functions if assigned to the Traffic Division: Assists with the operation and maintenance of City traffic signal systems; assists with the designs of traffic signal, street light, and signing and striping installations for the City; conducts a variety of traffic related studies and prepares reports; issues related permits; maintains a variety of traffic related data; reviews a variety of invoices for accuracy and issue payment authorization.
12. May perform the following essential functions if assigned to Municipal Utilities: Prepares water and wastewater master plan reports and various water supply documents; prepares and reviews hydraulic modeling and water quality analysis of the water and wastewater systems; implements recycled water and conservation programs.

QUALIFICATION GUIDELINES:

EDUCATION: Bachelor's degree from an accredited college or university with major course work in civil engineering required. If assigned to Municipal Utilities: Bachelor's degree from an accredited college or university with major course work in civil or mechanical engineering required.

EXPERIENCE:

- N/A

KNOWLEDGE OF:

- Principles and practices of engineering as applied to public works, utilities, private development plans, and private and public construction projects.
- Modern methods, materials and techniques used in the design and construction of a wide variety of public works projects.
- Modern developments, applicable federal and state laws and regulatory codes relevant to civil engineering design and construction.
- Principles and practices of technical drawing and drafting, including the use of AutoCAD.
- Word processing, spreadsheet and GIS software applications programs.
- When assigned to Traffic Division: Principles and practices of Traffic Engineering, operations, traffic laws and regulations and transportation planning.
- When assigned to Municipal Utilities: Principles and practices of hydraulic engineering as applied to water, wastewater and recycled water utility systems; principles of mater planning for capital improvement projects and water resources planning.

ABILITY TO:

- Apply civil engineering principles and practices to the solution of engineering problems in the design and construction of public works projects and utility system operations and maintenance.
- Make moderately complex engineering computations and to check, design and supervise the construction of a wide variety of public works projects.
- Interpret and apply local federal and state laws and regulatory codes.
- Communicate clearly and concisely, orally and in writing.
- Assists with project cost estimates and preparation of specifications.
- Establish and maintain effective working relationships with contractors, co-workers, supervisors, City officials and the general public.
- Coordinate private and public works engineering projects of moderate complexity.

LICENSES:

- Class C - CA Drivers License

CERTIFICATIONS:

- Engineer-in-Training Certificate issued by the State of California preferable.

SPECIAL REQUIREMENTS:

- N/A

DESIRABLE:

- Municipal engineering experience.

ADDITIONAL INFORMATION:

FLSA Exemption Status:	Non-Exempt
Employee Unit:	#5, Technical / Professional Services
Job Family:	Engineering-Professional
Class Progression:	Principal Engineer Senior Associate (Civil) Engineer Associate Engineer Assistant Engineer
Reports To:	Principal Engineer or higher
Supervises:	Technical staff if assigned

CLASS HISTORY:

Date Class Established:	
Revised Dates / Reason:	9/27/10 / Content and Format
Previous Title(s):	N/A
Approved By HR Director:	Linda Matthews
Date Approved:	10/30/10