

CITY OF ONTARIO

CLASS CODE	2006	GROUP	5
DEPARTMENT REVIEW		DATE	
PERSONNEL APPROVAL			
EFFECTIVE DATE	2/11/90		
SUPERSEDES			

ENGINEERING ASSISTANT

DEFINITION

This is sub-professional Engineering work of a technical nature. Under supervision, is responsible for a variety of technical and related functions in the Engineering Department and may oversee the work of subordinate technical support personnel as assigned. Work is reviewed by observation, conference and analysis.

TYPICAL EXAMPLES OF WORK

Reviews proposed residential, commercial and industrial development; checks site plans and tentative and final subdivision maps for compliance with the Subdivision Map Act and city codes; prepares City Council memoranda, ordinances, resolutions, easement vacations, improvement agreements, reimbursement agreements and construction quantity estimates; designs and drafts construction plans and prepares specifications for water, sewer, street, etc. May serve as project engineer of public works projects under some direction, supervision and review by others; oversees the work of subordinate technical support personnel; performs recurring engineering department functional tasks; performs related work as required.

QUALIFICATIONS, SKILLS AND ABILITIES

Minimum: Associate degree in Engineering or equivalent engineering experience and sufficient technical education to provide the required knowledge, skills and abilities; considerable knowledge of mathematics through trigonometry, surveying, highway design, hydraulics, traffic analysis and drafting; ability to evaluate and solve routine engineering problems; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with other employees, contractors, private engineers, developers and the general public; valid California driver's license.

Desirable: Bachelor's degree in Civil Engineering from an accredited four year college; related municipal engineering experience.