

ASSISTANT CIVIL ENGINEER

\$38.3700 - \$48.9709 Hourly

\$75,819.12 - \$96,766.51 Annually

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of professional engineering tasks involving either public works improvements, development projects or capital improvement projects; to examine and/or prepare plans and related specifications and reports; to collaborate and confer with developers, contractors, other engineers and the general public; and to perform a variety of related duties and responsibilities.

DISTINGUISHING CHARACTERISTICS

Assistant Civil Engineer This is the entry level class in the professional engineering series. This class is distinguished from the Associate Civil Engineer by the performance of the more routine civil engineering functions within the series. Since this class is typically used as a training class, employees may have only limited related work experience.

Associate Civil Engineer This is the full journey level class within the professional engineering series. Employees within this class are distinguished from the Assistant Civil Engineer by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this are flexibly staffed and may be filled by advancement from the Assistant level, or when filled from the outside, require prior experience.

SUPERVISION RECEIVED AND EXERCISED

Assistant Civil Engineer

Receives immediate supervision from the City Engineer/Public Works Director.

Associate Civil Engineer

Receives general supervision from City Engineer/Public Works Director.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Review construction plans and specification for public works projects; ensure technical correctness; apply appropriate ordinances, codes, and regulations.
2. Review legal descriptions and cost estimates; interpret plans and specifications for contractors; determine contractual compliance within engineering standards and specifications.

3. Perform engineering design work including researching data and determining design criteria in accordance with required standards and codes; prepare calculations, sketches, plans, specifications and estimates.
4. Assist in managing and administering capital improvement projects from design to completion; prepare designs, specifications and budget.
5. Assist at the front counter; review applications and submittal; recommend modifications or approvals
6. Collaborate and confer with developers, engineers, architects and contractor; provide information on City policies and procedures related to engineering.
7. Conduct engineering studies on assigned projects; perform civil engineering cost analyses; prepare and/or review the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data.
8. Respond to public inquiries; investigate citizen complaints relating to public works issues; provide higher level staff with recommendations for resolving issues and complaints.
9. Prepare a variety of clear and concise engineering reports, legal descriptions, contracts and correspondence; administer construction contracts according to establisher guidelines.
10. Ensure departmental compliance with the clean water program; attend regular meetings as required.

Marginal Functions:

1. Research and implement computerized engineering applications.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Assistant Civil Engineer

Knowledge of:

- Principles and practices of civil engineering.
- Principles of mathematics as applied to engineering work.
- Engineering design principles and practices.
- Principles and practices of construction in the public work industry.
- Modern office procedures, methods, and computer equipment.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Develop, review and modify civil engineering plans, designs, and specifications.
- Learn terminology, methods, practices and techniques used in technical civil engineering report preparation.

- Learn to interpret and apply pertinent Federal, state and local laws, codes and regulations related to civil engineering.
- Learn to perform technical research and solve engineering problems.
- Maintain technical civil engineering records and prepare reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstration intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities
- Maintain effective audio-visual discrimination and perception needed for making observations, communication with other, reading, writing and operation assigned equipment.
- Lead project activities that achieve on-time deliverables, quality and desired results.
- Recognize priorities, dependencies and critical paths in project activities.
- Perform technical research and solve engineering problems.

Experience and Training Guidelines

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

Experience:

Two years of responsible civil engineering experience.

Training:

Equivalent to a Bachelors degree from accredited college or university with major course work in civil engineering with some courses in land surveying or a related field.

License or Certificate

Possession of registration as a professional civil engineer in the state of California

Possession of, or ability to obtain, an appropriate, valid driver's license.

Associate Civil Engineer

In addition to the qualifications for Assistant Civil Engineer:

Knowledge of:

- Terminology, methods, practices and techniques used in technical civil engineering and surveying report preparation.
- Recent developments, current literature and sources of information regarding civil engineering and land surveying.
- Technical report writing techniques.

WORKING CONDITIONS

Environmental Conditions:

Office environment and field environment; travel from site to site.

Physical Conditions:

Essential and marginal functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time. Sitting and working in front of a computer monitor for hours in one setting.

Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.

Employee's Signature

Date

Supervisor's signature

Date

Printed name of employee: _____

Printed name of supervisor: _____