



Assistant Engineer I

Summary

Perform entry level professional engineering work in the design, plan review, investigation, inspection, and construction of public facilities, water resources, or community development projects.

Class Characteristics

General supervision is provided by a higher-level supervisor or manager; responsibilities may include direct or indirect supervision of professional, technical, and/or clerical staff.

This is the entry-level class of the professional engineering series. Incumbents perform the less complex office and field engineering work under supervision. Assignments are generally routine or closely related within a framework of established procedures. As incumbents gain experience, they will be expected to work more independently on assignments that are more complex. Promotion to Assistant Engineer II is based upon demonstrated ability and satisfaction of the experience requirement.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Participate in the preparation of plans and specifications for the construction of streets, wastewater collection, storm drains, potable water, recycled water systems, and related public works projects.

Review development applications including tentative and final maps, improvement plans, and applicable documents and ensure conformance to city standards.

Respond to inquiries and complaints from citizens, developers, engineers, contractors, other city departments, utility agencies, and various other sources.

Make presentations to departments, commissions, committees, and boards as required or assigned.

Coordinate review, approval, and construction of projects with staff, other departments, applicable outside agencies, and citizens.

Maintain records, maps, plans, and files; research and prepare clear and concise technical reports as assigned.

Make field inspections of engineering projects and perform engineering analysis and calculations as assigned.

Learn to perform the full range of professional engineering tasks within area of assignment.

Perform related duties as assigned.

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Skills/Abilities:

Make engineering computations and check, design, and prepare engineering plans, studies, profiles, and maps.

Apply engineering principles and techniques to evaluate and solve problems.

Exercise sound judgment within established guidelines.

Maintain accurate records and files.

Learn and observe all safety appropriate precautions including, but not limited to, CAL/OSHA and City policies.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to sit for extended periods to read, write reports and talk or listen. The employee is occasionally required to conduct field investigations and operate standard office machines, (i.e. blueprint, photocopiers and computer terminals) and talk or listen. The employee must occasionally lift and/or move up to sixty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Qualifications

Knowledge of:

Principles and practices of civil engineering; methods, materials, and techniques used in general construction projects.

Office procedures, methods, and equipment including calculators, computers, and applicable software applications such as word processing, spreadsheets, databases, and engineering computer programs.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major course work in civil engineering or a related field.

Experience:

Experience in civil engineering work is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 06/26/02

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Department: Various

FLSA Status: Non-exempt