



CLASSIFICATION SPECIFICATION ASSISTANT CIVIL ENGINEER

JOB SUMMARY:

Under general supervision of the Principal Civil Engineer, the Assistant Civil Engineer learns to perform engineering work in the design, evaluation, and construction of a variety of public works projects; reviews and issues routine public works permits; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Assistant Civil Engineer is an entry-level position that performs simple to moderately complex engineering work. This class differs from an Associate Civil Engineer in that the incumbent performs more routine work and assignments are made under immediate supervision. As experience is gained, there is the potential for greater independence of action within established guidelines.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Assists with checking engineering plans, specifications, designs, and cost estimates; confers with other professional and technical staff on a variety of engineering projects; prepares designs, maps, estimates, reports, plans, and specifications; and maintains administrative and engineering records.
- Reviews, designs, and evaluates proposals to ensure compliance with laws, ordinances, and acceptable engineering standards; reviews requirements for a wide variety of construction and maintenance projects; provides assistance over the counter by reviewing and issuing routine public works permits; and answers inquiries from residents, business owners, contractors, consultants, and the public, in person, via email, and over the phone regarding processing forms, permit applications and plans, and permit issuance.
- Develops and maintains effective working relationships with contractors, vendors, outside agencies, the public, and City staff; coordinates work with other City departments, outside agencies, contractors, and consultants; and provides engineering services and consultation to a variety of field and office personnel.
- Reviews conditions of public assets in the field including pavement, signs, lighting, sidewalks, storm water, and wastewater collection system components, and may perform inspections of private and public projects.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Basic knowledge of the principles and practices of civil engineering design and construction, including relevant federal, state, and local laws, regulations, and codes relating to engineering and the environment; and principles and techniques for reviewing designs, plans, specifications, estimates, and reports related to public works projects.

- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.
- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Correctly interpret and explain engineering policies and procedures; read, understand, and correctly interpret plans, specifications, designs, and relevant engineering codes; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports and memoranda including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's degree in civil engineering or a closely related field.
- One year of experience in the area of civil engineering design, surveying, inspection, utilities, transportation, traffic, water quality, or engineering plan checking.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.
- Possession of an Engineer-in-Training (E.I.T.) Certificate issued by the California Board for Professional Engineers, Land Surveyors, and Geologists is required.

PHYSICAL DEMANDS:

- Ability to lift up to 15 pounds or more; sit, stand, squat, kneel, climb stairs, stoop, and walk for prolonged periods of time; and get from one location to another in the course of doing business.

WORK ENVIRONMENT:

- Work is performed in a standard office setting and outside. Employee will travel to different locations and may be exposed to inclement weather conditions, noise, vibration, dust, or potentially hazardous chemicals. Noise level in the work environment is usually moderate to high and the employee may be exposed to loud talking and frequent interruptions from telephones, City staff, and/or members of the public. The nature of the work also requires incumbents to drive motorized vehicles and work in heavy vehicle traffic conditions.

NOTE:

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

Established Date: June 26, 2017