



ASSISTANT CIVIL ENGINEER

Definition:

Under direct supervision of the Engineering Division Manager, performs a wide range of professional engineering work related to design, investigation, and construction of various public works, water, and sewer utility projects.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Prepares specifications, plans, and work orders and calculates cost estimates for various engineering projects.
2. Prepares standard conditions for projects.
3. Coordinates engineering projects between contractors, other agencies, and the City.
4. Performs plan checks to insure contractor compliance with City specifications.
5. Performs field inspections for CIP and various other engineering projects.
6. Determines conformance of parcel and subdivision maps and improvement plans to City requirements.
7. Maintains files and records.
8. Analyzes materials and design data submitted to the City.
9. Responds to inquiries and recommends solutions concerning engineering problems, traffic safety, and public safety.
10. Prepares subdivision guarantee agreement and other covenants for subdivision projects.
11. Issues grading and construction permits.
12. Prepares and makes presentations to the Council and to Commissions.
13. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and practices of civil engineering as applied to public works engineering.
- Methods, materials, and techniques used in the construction of public works and utilities or traffic engineering projects.
- Professional writing techniques.
- Relevant mathematical principles and functions.
- Computers and office software applications, including GIS and CAD.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

Skill and Ability to:

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

- Deal effectively with builders, engineers, architects, and the general public.
- Understand and follow verbal and written direction.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be a Bachelor's degree from an accredited college or university with major course work in civil engineering, possession of an Engineer-In-Training Certificate, and three years of experience in the municipal public works or civil engineering field.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.