



ASSISTANT ENGINEER

Salary Range: G/167

DEFINITION

To assist in plan review, design, investigation and construction of public works and private development projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Public Works and/or Associate Civil Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Assist with plan review of utilities, road, grading, and general site work for public and private projects.
- Provide site inspections and review projects for compliance with applicable Town codes, ordinances and regulations, Master and Management plans, standards, and traffic control requirements.
- Use Town's GIS to maintain accurate data and provide specialized maps and exhibits.
- Provide technical assistance during construction of projects; communicate with various Town departments, personnel, contractors, developers, outside agencies and the general public regarding technical aspects of these projects; provide related general information as needed.
- Respond to questions and complaints from the public concerning engineering and public works issues.
- Maintain records related to public works issues.
- Attend and represent the Town at various meetings with citizens, developers, contractors, other Town departments and agencies.
- Provide input and technical assistance as necessary.

PERIPHERAL DUTIES

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods and techniques of civil engineering.
- Modern engineering methods and techniques as applied to the design, construction and maintenance of engineering projects.
- Principles, practices, methods and techniques of land surveying.
- Construction Management methods and practices.
- CEQA & NEPA requirements, processes, and procedures.
- State and Federal grant programs and procedures.
- GIS cartography and data management.
- Computer-aided-design/drafting.
- Methods of traffic control and safety.
- Principles and methods of street and multimodal transportation facility design.
- Traffic related impacts of developments, including parking and level of service.
- Grant writing and administration.
- Plan interpretation skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Record-keeping techniques.
- Telephone techniques and etiquette.

Ability to:

- Review and analyze complex engineering plans, specifications and estimates.
- Interpret and explain Town, state and federal codes, ordinances, specifications, policies, procedures and standards.
- Analyze situations accurately and adopt an effective course of action.
- Operate a computer.
- Develop and conduct oral presentations.
- Meet schedules, time lines and commitments for multiple projects on an ongoing basis.
- Provide technical assistance to others.
- Represent the Town at public meetings and hearings.
- Communicate effectively, both orally and in writing.

- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little supervision.
- Positively and effectively interact with diverse individuals to accomplish a common goal.

Education, Training, and Experience:

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:

Education and Training:

A bachelor's degree from an accredited college or university with major study in civil engineering is required.

Experience:

Two years of increasingly responsible civil engineering experience; experience in plan review, GIS, project and construction management is preferred.

License or Certificate

- Engineer in Training (EIT) certificate is required.
- Possession of, or ability to obtain within 30 days of appointment, valid Class C California driver license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying equipment including level, theodolite and measuring devices; motor vehicle; phone; mobile radio.

PHYSICAL DEMANDS

The physical 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 disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions, which may include extreme cold, windy and other wintery conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.