



**POSITION DESCRIPTION**

|                   |                    |                     |              |
|-------------------|--------------------|---------------------|--------------|
| <b>Title:</b>     | Assistant Engineer | <b>Department:</b>  | Public Works |
| <b>Type:</b>      | Regular            | <b>FLSA Status:</b> | Non-Exempt   |
| <b>Pay Range:</b> | G/167              | <b>Revised:</b>     | 12/2021      |

**DEFINITION**

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

**SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Associate Civil Engineer(s), and general direction from the Engineering Manager and Public Works Director. May exercise functional and technical supervision over assigned support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include, but are not limited to:

- Assist with plan review, construction management, and inspections of public and private projects including utilities, road, grading, drainage, and general site work 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, and other Town departments and agencies.
- Write technical, traffic and construction memos.
- Assist in preparation of staff reports for Council and Commission meetings.
- Assist in the design and preparation of plans, specifications, and cost estimates for public works projects, including street, storm drain, traffic, and related projects.
- Assist in public works project contract administration for conformance to project specifications and public contract and labor codes.
- Assist in investigation of field problems affecting property owners, contractors, and maintenance operations. Assist in review, processing, issuance and inspection for grading and encroachment permits.
- Provide input and technical assistance as necessary.
- Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Principles, practices, methods, and techniques of civil engineering and land surveying.
- Modern engineering methods and techniques as applied to the design, construction, and maintenance of public works engineering projects.
- Construction Management methods and practices.
- CEQA & NEPA requirements, processes, and procedures.
- State and Federal grant programs and procedures, including grant writing and administration.
- 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.
- Plan interpretation skills.
- Correct English usage, grammar, spelling, punctuation, , vocabulary and writing skills.
- 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, timelines, 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 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 or a related field is required.

Experience:

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

Licenses and Certificates

Possession of an Engineer in Training (EIT) certificate is preferred. Possession of, or ability to obtain within the state required time frame, a valid Class C California driver's license is required.

**TOOLS AND EQUIPMENT USED**

Personal computer including word processing, spreadsheet, and database and computer-aided-design software. Standard drafting tools and surveying equipment including level 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.

**GENERAL**

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.

**Received and Reviewed by:**

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**Employee Signature**

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**Date**