

ASSISTANT ENGINEER IDEFINITION

Under general supervision, performs entry-level professional civil engineering duties in the field or office, as assigned within the Public Works Agency's Design, Construction, Development, Traffic or Water Engineering.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assistant Engineer I's prepare plans, specifications and cost estimates, perform calculations and some drafting. Depending on assigned Division, they may assist with design of streets, storm drains, landscaping, irrigation/water systems, sanitary sewers, public buildings, traffic control facilities and other public works projects; read construction plans/specifications; prepare and check legal descriptions for deeds, easements, and rights-of-way; administer public works contracts; review and check subdivision tract and parcel maps; assist with traffic signal design, construction and timing. Assistant Engineer I's also investigate complaints and provide information both orally and in writing to contractors, governmental agencies, and the general public; write technical reports and other correspondence pertaining to the design, construction and maintenance of city projects. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the entry-level classification in the professional engineering series. This classification is designed to attract recent graduates of four-year professional civil engineering programs. Initially, assignments are performed under supervision, but increasing independence is expected as expertise is developed. This class is distinguished from the journey-level class of Assistant Engineer II by the level of responsibility and the complexity of projects assigned.

RECOMMENDED MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in engineering with major course work in Civil Engineering, or possession of a valid certificate as an Engineer-In-Training. Training and experience must result in the desirable knowledge, skills and abilities listed below:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of civil engineering as applied to the design, construction, inspection and maintenance of public works projects and traffic control operations in a municipal agency; fundamentals of surveying; algebra, trigonometry, physics, and hydraulics; engineering construction materials; computer aided design. Knowledge of municipal civil engineering practices is preferred.

Skill in: the use of personal computers, software specific to civil engineering (such as Autocad), and current office software applications such as Microsoft Word and Excel.

Ability to: perform engineering calculations quickly and accurately; express ideas clearly and concisely in English, both orally and in writing; write accurate technical reports; read construction drawings; establish effective working relationships with fellow employees, other governmental and non-governmental representatives; deal tactfully with members of the public.

SPECIAL REQUIREMENT

Possession and retention of a valid California Class C Driver's License is a condition of employment in this classification.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is technically competent, innovative, and quick to learn new information and master new procedures. Attentive to detail, this well organized self-starter manages competing priorities well within strict deadlines. An effective communicator, this individual works well with others and produces a high quality work product.

Class title established per Council Resolution No. 91-035,
effective 5-16-91

Class Specification Reviewed and Approved:	04/94
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