

ASSISTANT ENGINEER IIDEFINITION

Under general supervision, performs professional civil engineering work in the field or office.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Prepares plans, specifications, quantity and cost estimates, reports and other correspondence pertaining to the design, construction and maintenance of a variety of engineering and building projects. Performs design, calculations, and some drafting in connection with streets, storm drains, landscaping, irrigation and water systems, sanitary sewers, public buildings, traffic control facilities and other public works projects. Inspects construction projects for compliance with plans and specifications. Prepares and checks legal descriptions for deeds, easements and rights-of-way. Reviews and checks subdivision tract and parcel maps. Provides information and assistance to project consultants and other governmental and non-governmental agencies. Assists in the supervision of sub-professional engineering personnel. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is the second level, experienced, classification in the professional engineering series. Employees in this class apply professional engineering knowledge and skill to the investigation, design, construction and maintenance of public works projects. Initially they work under close supervision to gain professional experience and competence, with their assignments affording increasing opportunity for technical determinations and independence.

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, and one year of professional engineering experience, or any equivalent combination of training and experience which results in the following knowledge, skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of civil engineering as applied to the design and construction of public works projects; surveying; street, highway, storm drain, irrigation, public buildings, water supply and sewer design and construction practices.

Skill in: the use of personal computers and familiarity with computer aided design.

Ability to: express ideas clearly and concisely, orally and in writing; work effectively with and secure the cooperation of fellow employees, consultants, other governmental and non-governmental representatives; deal tactfully with the general public; maintain cooperative working relationships.

Note: Possession of, or the ability to obtain, the 1999 National Electrical Code (NEC) Certificate and International Municipal Signal Association (IMSA) Level I/II Certificate is highly desirable but not required.

SPECIAL MINIMUM REQUIREMENT

Possession of a valid California Class C driver's license.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful performer is a growth-oriented individual who exhibits technical competence, innovation, and curiosity. He or she is organized and attentive to detail, and enjoys professional challenges.

Class title change from Assistant Engineer per Council Resolution No. 58-281,  
effective 11-1-58

Class specification revised and approved 11-89  
Class Specification Reviewed: 04/03, 05/05  
ADA Approved: 04/03, 05/05