

ASSISTANT ENGINEER
ASSOCIATE CIVIL ENGINEER

DEFINITION

To perform engineering work on Capital Improvement Projects (CIP) and provide review of private development projects for compliance with required standards; to coordinate with City staff, the Regional Water Quality Control Board (RWQCB) and other committees for compliance with storm water permits; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Assistant Engineer - This is the entry level class in the professional Engineer series. Positions in this class typically have little or no directly related work experience and work under general supervision while learning job tasks. The Assistant Engineer class is distinguished from the Associate Civil Engineer level by the performance of less than the full range of duties assigned to the Associate level. Incumbents work under general supervision while learning job tasks, progressing to direction as procedures and processes of assigned area of responsibility are learned.

Associate Civil Engineer - This is the journey level class in the professional Engineer series and is distinguished from the Assistant Engineer level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level.

This class is distinguished from the Senior Civil Engineer in that the latter performs complex duties requiring specialized knowledge and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Assistant Engineer

Receives general supervision from the assigned supervisor and may receive technical and functional supervision from a Senior Civil Engineer.

Associate Civil Engineer

Receives direction from the assigned supervisor; and may receive technical and functional supervision from a Senior Civil Engineer.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist with the planning and performance of engineering work in support of Capital Improvement Projects (CIP), as assigned.

Assist with and provide review of private development projects for compliance with required standards.

Coordinate project activities with City staff, the Regional Water Quality Control Board (RWQCB) and other committees for compliance with storm water permits; coordinate with PG&E on utility projects; research and document utility conditions and locations in the field.

Perform standard engineering tasks including surveying, plan check activities and inspections of project work; participate in construction tasks; make mathematical engineering calculations; review and interpret construction and utility maps, diagrams and plans, assist with researching and preparing cost estimates; conduct special studies including traffic studies; complete accurate detailed reports.

Assist staff, property owners or other members of the public in answering questions or resolving concerns related to public and private property.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Assistant Engineer

Knowledge of:

Principles, practices and terminology of civil engineering as applied to planning, design and construction of municipal public works and utility projects, private development, traffic engineering, hydraulics, topographical and construction surveying and engineering cost estimates.

Basic methods, materials, and techniques used in the design, construction, and maintenance/operation of public works and utilities programs and activities.

Current developments and trends related to professional public works engineering.

Modern office procedures, methods and computer equipment, including use and application of word processing, spreadsheet, graphics, and database programs.

Basic surveying, drafting, computer-aided design and modeling techniques and technology.

Methods to read and interpret construction maps and plans, engineering and utility location maps and diagrams.

Ability to:

Learn methods for planning, design, coordination, construction and completion of public works engineering projects.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Use surveying equipment in the field and use and care for other engineering and drafting tools and equipment.

Make accurate mathematical calculations relevant to project tasks assigned.

Estimate time and materials costs.

Prepare accurate and complete records, notes, reports and other written materials relevant to the position duties.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Some technical experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Associate Civil Engineer

In addition to the qualifications for the Assistant Engineer:

Knowledge of:

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

City engineering policies and procedures.

Computer applications related to solving engineering mathematics and drafting problems.

Methods and procedures for engineering project planning and cost estimating.

Ability to:

Design and plan engineering projects.

Review private development projects for compliance with required standards.

Inspect engineering projects and determine if they are in compliance with approved plans and specifications.

Research and document utility conditions and locations in the field.

Work with a variety of assessor's maps, documents, contracts and records.

Make accurate engineering calculations including estimating of time and materials costs.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of responsible experience similar to Assistant Engineer with the City of Healdsburg.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession of a valid Registration as a Professional Civil Engineer in the State of California.