



POSITION DESCRIPTION

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| Title: | Engineering Assistant | Department: | Public Works |
| Type: | Regular | FLSA Status: | Non-Exempt |
| Pay Range: | G/151 | Revised: | 11/2019 |

DEFINITION

To perform advanced technical, paraprofessional office and field engineering work.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Associate Civil Engineer(s), or designee, and indirect supervision from the Engineering Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include, but are not limited to:

- Perform technical plan checks of various permits, public works, and development projects to ensure compliance with sound engineering principles, development conditions, and municipal code provisions.
- Review plans and specifications of assigned project with construction supervisor; attend pre-construction conferences.
- Measure quantities and inspect materials for conformance with specifications.
- Inspect various structures such as streets, sidewalks, gutters, and other offsite construction; check line, grade, size, elevation, and location of structures for conformance with specifications and regulations.
- Prepare plans and specifications for the construction of public works projects; research project design requirements; perform complex calculations; prepare estimates of time and material costs.
- Perform title searches, research rights-of-way and easements based on legal descriptions.
- Make field checks of project sites or survey area to verify survey results or features.
- Coordinate office and field engineering tasks with other Town departments and outside agencies.
- Prepare a variety of special engineering-related reports and studies, including but not limited to assessment engineering, drainage studies, and traffic counts.
- Initiate and maintain a variety of files and records.
- Receive, investigate, and respond to public inquiries and complaints.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Standard principles and practices of civil engineering.
- Methods and materials in the construction of public works and utilities facilities.
- Policies and regulations governing the construction, extension, and maintenance of system and facilities associated with the area of assignment.
- Methods and techniques of surveying and public works inspection.
- Modern office practices, procedures, methods, and equipment.
- Word processing, spreadsheet, AutoCAD, and GIS software applications.

Ability to:

- Perform technical research and provide reliable advice on engineering problems.
- Perform complex engineering calculations with speed and accuracy.
- Prepare complete plans and estimates of routine public works projects.
- Understand and carry out oral and written directions.
- Understand and interpret engineering plans and specifications and prepare engineering records.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use and care for engineering and surveying instruments and equipment.
- Analyze situations accurately and adopt an effective course of action.
- Operate a computer.
- Meet schedules, timelines and commitments for multiple projects on an ongoing basis.
- Provide technical assistance to 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 education, 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

Equivalent to completion of the twelfth grade supplemented by the completion of college level courses in engineering, mathematics, or a related field. A Bachelor's degree in a relevant field is desirable.

Experience

Two years of increasingly responsible experience in paraprofessional civil engineering work.

Licenses:

Possession of, or ability to obtain within the state required timeframe, a valid State of California Class C Driver's License with an acceptable driving record and must pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, data base and computer-aided-design software; standard drafting tools; 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.

Received and Reviewed by: _____
Employee Signature Date