

ASSISTANT CIVIL ENGINEER

Salary Range: 35 (Public Service Salary Schedule)

DEFINITION

Under direction, to perform professional civil engineering work in the planning, design, technical investigation, and construction of projects in the areas of public works, transportation, capital improvements and structural engineering; to provide staff assistance to the Director of Public Services and others on complex issues or projects; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level classification in the series not requiring registration as a professional engineer. Incumbents perform the moderately difficult professional engineering work in civil engineering and receive general direction from the Director of Public Services or other management and supervisory staff. Incumbents may have responsibility for technical or functional supervision of assigned subordinate staff.

SUPERVISION RECEIVED AND EXERCISED

Incumbents report to the Director of Public Services or designee and may provide direction and training to personnel.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Participates in the preparation of plans and specifications for the construction of streets, storm drains, street lighting, traffic signals, buildings and related public works and City building projects; researches project design requirements; performs calculations and prepares estimates of material costs and time considerations.
- Researches publications and industry information sources.
- Develops and revises design and construction standards.
- Participates in the implementation of the City's traffic and transportation engineering programs; prepares and revises plans and specifications for traffic related projects; prepares special studies and reports and coordinates major projects.
- Investigates field problems affecting property owners, contractors, and maintenance operations.
- Prepares estimates and feasibility reports for new or modified services and structures.
- Administers contracts and may assist with inspection services and project management for construction and maintenance projects.
- Participates in the plan check, review and processing of plans for private developments affecting streets, sewers, drains and related public works facilities and ensures that they meet all City imposed requirements.
- Prepares special engineering studies and reports.
- Coordinates planning, design, and construction activities with other City departments, divisions, and sections, and with outside agencies.

- Attends various staff and regional technical advisory meetings.
- Provides technical and professional assistance/support to other City departments and divisions, Planning Commission, and City Council as necessary.

EMPLOYMENT STANDARDS

Knowledge of:

- Civil engineering principles and practices as applied to municipal public works, including planning and development, design and construction, and operations
- Methods, materials and techniques used in the construction of public works and utilities projects
- Methods of project management and contract administration
- Materials and techniques used in the construction of public works projects
- Modern developments, current literature and sources of information regarding engineering codes and ordinances
- Methods and techniques of effective technical report preparation and training
- Applicable federal, state and local laws, codes and ordinances
- Modern office practices and technology, including personal computer hardware and software
- English usage, spelling, grammar and punctuation

Ability to:

- Calculate complex engineering computations; and check, design and prepare engineering plans and studies
- Coordinate assigned activities with other City departments and agencies as required
- Perform technical research, analyze problems, evaluate alternatives, and make sound recommendations related to assigned activities
- Read, interpret and apply technical written material and applicable laws, rules, regulations and codes
- Effectively administer construction contracts
- Read and understand technical drawings and specifications
- Perform mathematical and engineering computations with precision
- Communicate clearly and concisely, both orally and in writing
- Use computer technology and applications in the performance of daily activities
- Prepare and present clear, concise and logical written and oral reports
- Interpret and apply City and Department policies, procedures, rules and regulations
- Train and lead personnel
- Establish and maintain effective working relationships with those contacted in the course of work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to a Bachelor’s degree with major coursework in civil engineering or a closely related field

OR

Possession of a current Engineer-in-Training Certificate, issued by the California State Board of Registration for Professional Engineers, and one (1) year of professional civil engineering experience.

GENERAL QUALIFICATIONS

License Requirements

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

Incumbents appointed to this class must have the mobility to work in a standard office or field environment, use standard office equipment and attend off-site meetings; intermittently operate a motor vehicle on surface streets with occasional exposure to weather conditions, and construction and traffic hazards; mobility to traverse uneven terrain, periodically standing, stooping, bending, climbing and kneeling to perform fieldwork; intermittently sit at desk for long periods of time; lift light to moderately heavy weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; manual dexterity to operate small equipment, tools and standard office equipment and supplies, and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.).

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: October 2012

Updated: February 2020