

ASSISTANT ENGINEER

DEFINITION

Under general supervision, to perform a variety of responsible public works engineering field and office work including planning, designing, preparing specification, reviewing permit applications, traffic engineering, and construction management; to supervise the work of technical support staff; and to perform related work duties as required.

DISTINGUISHING CHARACTERISTICS

The Assistant Engineer is the full working level class in this series, and provides first-line supervision of groups of technicians and support staff. Under general supervision, incumbents perform the full range of assigned duties.

This level is distinguished from the next higher level of Civil Engineer, which may supervise this level and works on projects of greater scope, complexity or impact, and requires registration.

EXAMPLES OF DUTIES

Nothing in this specification restricts management's right to assign or reassign duties and responsibilities to this job at any time.

1. Designs and prepares drawings and specifications for the construction, modification or maintenance of roads, drainage, portions of bridges and related public works projects.
2. Makes engineering and plan checking calculations for public works and private development projects.
3. Serves as resident engineer for public works projects of moderate size and complexity to ensure completion of construction in accordance with plans, specifications and requirements; serves as assistant resident engineer on larger projects, and performs the more complex construction inspections; evaluates and recommends approval of progress payments and change orders; ensures compliance with labor requirements.
4. Prepares quantity and cost estimates for construction projects.
5. Meets with developers, contractors, consultants, the public and others, and attends various public hearings, to represent the Department within assigned area, provide information, and resolve problems
6. Reviews, evaluates and issues or approves land development permits, encroachment permits, and transportation permits, and recommends approval of subdivision maps and plans; places and enforces conditions and requirements.
7. Performs a variety of traffic engineering studies and analyzes; investigates collision locations, traffic control devices, and areas of public concern; recommends corrections to reduce potential for accidents and County liability.
8. Prepares budgets, oversees operations, evaluates maintenance needs, and administers contracts for special districts and other public works projects and operations.
9. Determines appropriate analytical methods, and performs and interprets testing and sampling of public works construction materials; evaluates existing facilities and appurtenances to determine level of integrity and damage.
10. Prepares a variety of technical, narrative and data reports, records and correspondence.
11. May supervise the work of assigned technical support staff, including planning, assigning and reviewing work, conducting employee counseling and performance appraisals, preparing documentation, participation in hiring, and providing training and guidance.

12. Monitors and inspects landfills.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills:

Working knowledge of:

1. Principles and practices of civil engineering including design and construction, surveying, materials, stress analysis, mechanics and hydraulics.
2. Engineering mathematics.
3. Construction materials, soils, methods, testing and equipment.
4. Drafting techniques, nomenclature, symbols, methods and instruments used in field and office engineering work.
5. Safety practices pertaining to work.
6. Computer applications in the public works engineering.
7. Applicable codes, regulations, and standards relating to civil engineering.
8. Environmental review principles, procedures and documents.
9. Contract administration, grants, and project budget reports.

Skill and Ability to:

1. Apply engineering principles and techniques to evaluate and solve routine to difficult public works engineering problems.
2. Read, understand and interpret complex engineering data, maps, survey notes, legal descriptions, and other materials.
3. Perform complex engineering calculations.
4. Deal tactfully and effectively with the public staff, other agencies, developers, contractors, and others.
5. Prepare clear, concise and accurate reports and correspondence; maintain accurate data and records.
6. Independently perform detailed analysis of designs, specifications and plans.
7. Exercise sound independent judgment in managing assigned projects.
8. Operate compute equipment, calculators, drafting and surveying equipment, and materials testing equipment and instruments.
9. Prepare and/or review environmental impact reports data.
10. May require skill to plan, assign and supervise the work of technical support staff; conduct counseling and performance appraisal; and train and guide the work of others.
11. Maintain cooperative relationships with co-workers and others contacted through the course of work; respond in a positive manner to supervision and attend and perform duties on a regular and consistent basis.

REQUIRED CONDITIONS OF EMPLOYMENT

As a condition of employment, the incumbent will be required to:

1. Possess a valid California class C Driver License at the time of hire and maintain a satisfactory driving record.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

EITHER A:

Education: Equivalent to completion of a Bachelor's degree in civil engineering at an accredited college engineering curriculum,

AND

Experience: Two years of responsible professional public works engineering experience.

OR B:

Experience: Four years of experience at a level equivalent to Engineering Technician with Monterey County including in at least two areas, including design and construction,

AND

Education: College level coursework and/or formal training providing the necessary skills in engineering design, computations, surveying and construction management.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. Mobility and dexterity sufficient to function in a typical office environment
2. Sitting for up to six (6) hours per day while working at a computer terminal, during meetings or while driving
3. Strength to personally lift items weighing up to twenty-five (25) pounds such as files, field samples and field equipment
4. Walking up to two (2) hours per day while performing field visits
5. Ability to see well enough to function in a typical office environment and read standard text on paper documents and electronic screen of a computer terminal
6. Physical agility to perform tasks requiring a full range of body movements including lifting, pushing, pulling, bending, stretching, twisting, reaching, balancing, squatting, climbing, crawling, kneeling, or assuming crouched positions; repetitive arm, hand, finger, wrist, leg or foot motion
7. Ability to drive a personal or County vehicle to transport oneself and others and/or equipment
8. Occasionally use safety equipment such as a hard hat and safety vest; work in areas not well ventilated such as utility vaults; work outdoors or work on uneven ground or floor spaces; work at elevations above ground level.

CLASS HISTORY **CLASS DATA**

Class Code:	41A10	Job Group:	06
Established Date:	1969	EEO Category:	P
Revised Date:	December 1985	Work Comp. Code:	8810
	August 2013	Bargaining/Employee Unit:	F
Re-titled:	May 1991	FLSA:	N
Former Title:	Assistant Civil Engineer		

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Approved by:

/s/ James E. May

County Administrative Office

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Date