



JOB DESCRIPTION

CIVIL ENGINEERING ASSISTANT

DEFINITION

Under direct supervision of the City Engineer, assists in executing professional municipal engineering activities, performs entry level professional engineering work in the design, inspection and construction of Public Works projects.

CLASS CHARACTERISTICS

The Civil Engineering Assistant performs the less difficult and complex engineering activities.

EXAMPLES OF DUTIES

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

1. Works at the Public Works counter, assisting the public.
2. Processes lot line adjustments, parcel mergers, reviews legal descriptions and improvement plans, follows through to Council approval.
3. Conducts field inspections and investigations as directed.
4. Reviews grading, traffic control and various engineering plans.
5. Performs occasional drafting and computer aided drafting (AutoCad) as assigned.
6. Assists in the preparation of staff reports for the City Council and Planning Commission.
7. Maintains index and database of scanned improvement plans.
8. Assists the public in understanding and complying with applicable federal, state and local regulations, as well as municipal policies and procedures governing the Public Works Department.
9. Assists in project administration of Public Works projects.
10. Investigates complaints, conducts technical studies and prepares reports under the direction of the City Engineer.
11. Performs other administrative duties as assigned by the City Engineer and/or Director of Public Works.
12. May conduct speed surveys, traffic counts and noise surveys.
13. Maintains City pavement management and sign inventory software.
14. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.



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QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of education and experience equivalent to a two-year college degree in civil engineering, construction technology or a closely related field and four years experience performing sub-professional and technical municipal engineering field and office work. Auto CAD drafting skills required.

Knowledge, Skills and Abilities

Theory, principles and practices of civil engineering as applied to construction methods, materials and techniques used in the inspection and construction of Public Works projects. Must be able to express ideas clearly and concisely and establish and maintain effective working relationships with other employees, officials and the public; make good professional judgments; prepare clear and concise reports; establish and maintain effective and cooperative public relations; and interpret engineering plans and specifications for City compliance. Working knowledge of the administrative structure of municipal government; the functions and operations of an administrative office; data collection and basic analysis techniques; function and use of software programs and related equipment. Ability to learn, interpret and apply laws, rules and regulations with respect to particular assignments; take responsibility and use good judgment in recognizing scope and authority, as well as in reflecting program goals and the intent of the supervisor; use correct grammar, punctuation and spelling; develop and compose reports and correspondence independently; communicate effectively; meet the public in situations requiring diplomacy, tact and poise; learn departmental functions in order to refer the public to appropriate parties; understand and carry out complex written and/or verbal directions; establish and maintain effective working relationships. Skill in operating a variety of office equipment; operation of word processing and spreadsheet software.

SPECIAL REQUIREMENTS

Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.

ESSENTIAL ELEMENTS

Aptitudes

Eye/hand coordination, hearing/listening and smelling.

Physical Demands

Limited stooping, sitting, limited kneeling, standing, walking, reaching, grasping, lifting (up to 50 pounds), manual/touching dexterity (hand and finger), carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving vehicle, limited climbing, moving objects, hazards, and fatigue.

Mental Requirements

Complex reading and writing, memorization, perception/comprehension, analyzing, math skills, judgment, and decision making.

Stress Factors

Some pressure in assisting the public, staff and elected officials. Ability to interpret and explain actions to the public and City Council.



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Work Environment

Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, mechanical and electrical equipment, high places, fumes/odors, and dirt/dust. Performs a wide variety of duties.

Equipment

Computer, keyboard, telephone, calculator, photocopiers, facsimile machines, typewriters and various computer printers.