



## ASSISTANT ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general supervision to perform journey level professional engineering office and field work in the design and construction of public works structures and projects.

### **IMPORTANT AND ESSENTIAL DUTIES:**

Assists in conducting preliminary studies of engineering projects and helps prepare plans for public improvement such as streets, storm drains, curbs, gutters, sidewalks, sewers and other projects; inspects engineering projects for conformance to established plans and specifications; performs office engineering work such as making maps drawings, profiles, tabulating field data, designing elementary engineering structures and preparing specifications, contracts and other documents; makes calculation in surveying and other construction work, including calculations in quantities for estimates and monthly progress payments; may conduct studies and analyses of engineering aspects of city planning activities.

### **REQUIRED QUALIFICATIONS:**

**Knowledge of:** Basic principles of physics and advanced mathematics as applied to engineering; principles and practices of engineering field and office practices, including Computer Aided Drafting and surveying practices.

**Ability to:** Make accurate engineering computations and drawings; read and interpret plans and specifications; understand and follow oral and written directions; learn the geography of the city.

**Skills:** Accurately and efficiently use Computer Aided Drafting and surveying equipment and other engineering aids; use advanced mathematics to compute engineering figures and drawings; ability to read and interpret plans and specifications. Proficient in Microsoft Office and Auto CAD.

**License:** Possession of a valid Class C California driver's license.

**Education & Experience:** Sufficient education to perform the above duties. Two years experience is required. Typically the education required is graduation from an accredited 4-year college or university with a degree in Civil Engineering. (Possession of an Engineer in Training certificate may be substituted for the required education.)

### **SPECIAL REQUIREMENTS:**

Maintain cooperative working relationships with all those contacted in the course of work, especially contractors and general public; ability to deal courteously with irate citizens with diplomacy; ability to sit for long periods of time at a desk or in a car; to stand or walk for long periods of time; also the need to be able to kneel, crouch, squat, crawl, twist upper body, climb and to work outdoors in adverse weather; to occasionally work in confined spaces and traffic hazards; sufficient vision, hearing and stamina to perform the above functions.

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ASSISTANT ENGINEER  
AFSCME 829 ADMINISTRATIVE UNIT  
NON-EXEMPT  
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