



Job Code: 0336
FLSA: NE
Unit: PCEA
Revised: 1/97

ASSISTANT ENGINEER I

DEFINITION

This is the entry level professional engineering class. Class incumbents are assigned to any of the division's sections including private development, capital improvements, and traffic. Duties assigned may constitute a combination of engineering duties or high level technical duties depending upon the abilities of the incumbent and the needs of the department. Performs related work as required.

SUPERVISION RECEIVED/EXERCISED

Supervision is provided by either an Associate Engineer or the Traffic Engineer depending upon area of assignment. Class incumbents are initially supervised closely; the level of supervision is reduced as the abilities of the incumbent increases. Exercises no supervisory responsibilities; may direct work of part-time employees.

TYPICAL DUTIES

1. As assigned, reviews specific engineering aspects of private development plans to include verifying data, location, and size of public improvements and materials.
2. Reviews entire private development plans of modest size and complexity to ensure submitted design and materials meet accepted engineering standards, Subdivision Map Act, conditions of approval, and City design/construction standards.
3. Where design not in compliance, suggests design/material changes to supervisor; ensures required design changes are incorporated into final plan.
4. As assigned, assembles and analyzes relevant engineering data; prepares preliminary design on modest public improvement projects or parts of more complex projects.
5. Under direction, prepares project plans and specifications; prepares parts of bid documents, assists in the solicitation and review of bids.

CITY OF PLEASANTON
Assistant Engineer I - Page 2
Revised: 1/97

6. Within limits, provides engineering advice and assistance during project construction.
7. Prepares traffic control plans of modest difficulty for streets and intersections including appropriate signing, striping, and street lighting.
8. Conducts routine traffic studies.
9. As directed, updates the City standard design/materials specifications and details.
10. Provides a variety of written and verbal engineering information to requesting parties including processing of permits.
11. Prepares reports associated with work performed.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Engineering terminology.
2. Principles and practices associated with public works design and construction.
3. Contemporary construction materials.
4. Basic construction law.
5. Computer aided design desirable.

Skill to:

1. Perform basic engineering research and analysis.
2. Learn to review construction plans to ensure compliance with accepted engineering standards.
3. Design basic public works projects or portions of more involved projects.
4. Assist in the preparation for and the conduct of public bidding.
5. Prepare routine engineering reports, documents, maintain records.
6. Interact effectively with people.
7. Explain engineering requirements/principles.
8. Read and understand and apply technical standards.
9. Assume more responsible engineering, technical, and administrative tasks.

CITY OF PLEASANTON
Assistant Engineer I - Page 3
Revised: 1/97

Education/Experience:

Recent completion of a four year college degree in civil engineering. Some engineering experience desirable but not required.

License:

Valid California Class C driver's license.

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