



Job Code: 0345
FLSA: NE
Unit: PCEA
Revised: 1/97

ASSISTANT ENGINEER II

DEFINITION

The Assistant Engineer is the journey level professional engineering class. Class incumbents can be assigned to any of the Engineering Division's sections: private development, capital improvements, and traffic. Responsibilities are carried out personally or through consultants. 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. May direct the work of technical or part-time employees. Class incumbents, depending upon the assignment, may direct the work of technical employees.

TYPICAL DUTIES

1. As assigned, designs or oversees the design of a variety of public improvement projects including streets, water, sanitary sewer, storm drain, and appurtenances including gathering and analyzing relevant engineering data, preparing engineering reports and studies, preparing cost estimates, preparing plans, specifications and bid documents; solicits bids, reviews bids to determine lowest responsible bidder.
2. Provides professional engineering advice and assistance to project construction inspector.
3. Prepare "as built" drawings upon project completion, obtains formal project acceptance, drafts staff reports, authorizes release of bonds and retention.
4. Reviews private development plans and studies to ensure submitted design and specified materials meets accepted engineering standards, subdivision map act requirements, conditions of approval, City design standards and specifications; makes recommendation for alternate design or materials to meet criteria listed and ensures approved changes are incorporated into final plans and specifications.

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5. Either personally or through consultants, designs moderate to complex traffic control and street lighting plans for streets and intersections in accordance with accepted traffic engineering criteria and City standards.
6. Reviews traffic control sections of private development plans to ensure compliance with accepted traffic engineering principles and City conditions of approval, recommends necessary design changes to Engineer to comply with standards/requirements; ensures required changes incorporated into final plans.
7. When assigned, oversees the operation of the City's pavement management program.
8. Provides engineering information to interested parties upon request.
9. As assigned, provides field inspection of public improvements and utilities.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Engineering terminology, principles and practices associated with public works design and construction.
2. Construction materials.
3. Public works engineering/construction standards.
4. Construction safety practices.
5. Construction law.
6. Computer aided design.

Skill to:

1. Perform engineering research and analysis.
2. Review construction plans to ensure compliance with accepted engineering standards and City requirements.
3. Design public works projects.
4. Bid public works projects.
5. Administer contracts.
6. Maintain records and prepare reports.
7. Interact effectively with people.
8. Perform duties with a minimum of supervision.

Education:

A four year college degree in civil engineering.

Experience:

Two years of experience in public works engineering.

License:

Valid California Class C driver's license.

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