Job Description Job Class Code: 655

ASSISTANT ENGINEER

DEFINITION

Under general supervision, participate in the planning, design, development preparation of plans and specifications, and managing projects for the Engineering Division.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledgeable, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Participate in the planning, design, development, preparation of plans and specifications, and managing projects for the Engineering Division; manage professional and construction contracts; create and maintain engineering electronic data, documents and drawings; apply for grants from Federal, state and public agencies; prepare written correspondences/memos/reports; present projects at meetings when required; and perform other engineering related assignments.

KNOWLEDGEABLE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of civil engineering practices and principles

Knowledgeable of City, department, division policies, rules and procedures

Knowledgeable of grant application methods and techniques

Knowledgeable of MS Office, MS Project, AutoCAD and civil engineering programs

Skilled in following and providing oral and written communications

Skilled in establishing and maintaining positive and productive working relationships with both internal and external customers

Ability to perform essential duties with little supervision

Ability to effectively communicate verbally and in writing in English

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment and construction sites. Work requires frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

A Bachelors degree in Engineering or closely related field, **AND** two (2) years experience in capital improvement project planning **OR** eight (8) to ten (10) years of experience providing increasingly responsible engineering technical support work to capital improvement projects.

Must possess at the time of application and maintain a valid California Driver's License. Depending on the needs of the City, incumbents in this classification may be required to possess or obtain additional licenses and certifications. Engineer –In-Training Certification highly desirable.

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