

**ASSISTANT ENGINEER
ASSOCIATE ENGINEER**

DEFINITION

To perform a variety of professional and technical engineering duties including tasks related to design, investigation and construction of municipal public works projects including Capital Improvement Projects (CIP); and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Assistant Engineer - This is the entry level class in the professional Engineer series. Positions in this class typically have little or no directly related work experience. The Assistant Engineer class is distinguished from the Associate Engineer level by the performance of less than the full range of duties assigned to the Associate Engineer level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Associate Engineer - This is the journey level class in the professional Engineer series and is distinguished from the Assistant level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Engineer level.

This class is distinguished from the Senior Civil Engineer in that the latter performs special projects and inspections and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Assistant Engineer

Receives general supervision from a Senior Civil Engineer.

Associate Engineer

Receives direction from a Senior Civil Engineer.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of assigned professional and technical engineering tasks and duties including CIP project planning, analysis, design, construction, plan checking, inspections, special duties, creation of special reports and various related engineering maintenance duties.

Assist to prepare estimates and reports, design studies, and estimates for new or modified services and facilities as well as long-range City maintenance and capital improvement needs as assigned.

Review and check plans, including permit applications, CIP, and land development plan reviews, for conformance with design standards, codes and regulations; discuss pertinent information with survey crew members; interpret and analyze plans, specifications and the results of survey work.

Make field inspections and reviews of projects under construction to ensure proper execution of critical structural phases as designed and as shown on approved plans as assigned.

Conduct research and make recommendations; analyze and maintain engineering-related data and statistical information; perform mathematical engineering calculations for assigned projects.

Verify that the plans are in compliance with regulations, environmental requirements (CEQA), and other requirements.

Assist with review and preparation of bid documents including Requests for Qualification (RFQ) and Requests for Proposals (RFP) and related documents for a variety of projects; assist in the review of private development proposals; provide conditions of approvals; assist or prepare scopes of work, specifications and estimates.

Assist, guide, meet and confer and coordinate with consultants and contractors; address project issues and concerns and inquiries from a variety of sources including consultants, contractors outside agencies, stake-holders, other departments and the public; provide information; document and resolve, or refer, complaints.

Monitor and administer contracts for completion of obligations and meeting requirements; review payments and billings for contracted services for approvals.

Investigate public concerns related to traffic, pedestrian safety, parking, signs, and curb marking; respond to inquiries and provide recommendations to residents and business owners.

Review and approve encroachment permits and traffic control plans for work plans on public right of way; coordinate inspections with contractors and City inspectors; research easement and property right of way information for project needs.

Prepare and present staff reports and other information to City Commissions and/or Council for agenda items; represent the City or department at other meetings as assigned; prepare correspondence and other administrative documents as needed.

Assist to train interns as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Assistant Engineer

Knowledge of:

Principles and practices, methods, materials, equipment and tools used in municipal engineering and design.

Learn the methods and procedures of cost estimating.

Learn to understand, review, process and administer engineering applications, contract documents and agreements, consultant scopes of work documents and Requests for Qualifications (RFQ) and Requests for Proposals (RFP).

Learn the principles and practices of public works construction methods

Safe use of materials used in assigned work, including construction safety methods.

Learn the City engineering and Public Works Department policies, and other standards, requirements, codes and procedures.

Mathematical calculations used in engineering work.

Current developments, literature and sources of information regarding engineering.

Ability to:

Learn to perform a variety of assigned professional and technical engineering tasks and duties including CIP project planning, analysis, design, construction, plan checking, inspections, special duties, creation of special reports and related tasks.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret, apply and ensure compliance with engineering standards.

Conduct engineering and construction plan checks, design reviews and inspections.

Perform accurate engineering calculations and estimates of costs.

Use and care for engineering, surveying and drafting tools, equipment and instruments.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Some technical engineering experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Associate Engineer

In addition to the qualifications for the Assistant Engineer:

Knowledge of:

Methods and procedures of contract administration and engineering cost estimating.

Principles and practices of public works construction methods, materials and practices, including construction safety methods.

City engineering and Public Works Department policies, and other standards, requirements, codes and procedures.

Mathematical calculations used in engineering work.

Current developments, literature and sources of information regarding engineering.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform a variety of assigned professional and more complex technical engineering tasks and duties including CIP project planning, analysis, design, construction, plan checking, inspections, special duties, creation of special reports and related tasks.

Understand, review, process and administer engineering applications, contract documents and agreements, consultant scopes of work documents and Requests for Qualification (RFQ) and Requests for Proposals (RFP).

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Assistant Engineer with the City of San Pablo.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Established: February 2019

FLSA: Exempt