

JOB DESCRIPTION

City of Patterson



Human Resources

ASSISTANT ENGINEER

JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Under close direction, performs a variety of professional level duties and responsibilities in support of the City's current and advanced engineering functions including research and analysis for design, land development, capital improvements; provides information and assistance to applicants, developers, consultants, the general public, and outside agencies and organizations regarding City codes, policies, standard and processes related to engineering, building and capital projects matters; participates in planning and implementation of projects; and performs related duties as assigned.

The Assistant Engineer is the entry level classification in the Engineering series. Positions in this class typically have little or no directly related work experience. The Assistant Engineer classification is distinguished from the journey-level Associate Engineer by the routine nature and limited complexity of work assignments and the level of supervision received. Incumbents work under general supervision while learning to perform the full-range of job tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives close direction from the Director of Engineer, Building, and Capital Projects/City Engineer and the Capital Projects Manager.

Exercises no supervision over others, but may assign, train, and exercise technical and functional oversight of the work of less experienced staff as assigned.

ESSENTIAL DUTIES

Typical essential duties may include, but are not limited to, the following:

Performs professional and technical engineering work relative to assigned area of responsibility, such as design, land development and capital improvements.

Designs and prepares plans and specifications for public works projects including pumping stations streets, storm drains, sewer lines, water lines and related projects; research project design requirements; performs calculations and prepares estimates of time and material costs.

Develops revised design and construction standards for public works structures and appurtenances.

Serves as a liaison between the City and the Council of Governments, Caltrans and other governmental agencies and outside organizations on capital improvement projects; receives and communicates issues and

concerns; and inspects work of outside contractors to assure compliance with established contracts and specifications.

Serves as construction inspector and/or construction manager to ensure compliance on City projects, subdivisions, and encroachments.

Investigates field problems affecting property owners, contractors, and maintenance operations; resolves problems or refers as appropriate; coordinates or performs field work associated with infrastructure projects.

Coordinates the bidding process for assigned projects; compiles, assembles, and prepares a variety of bid documents including drawings, calculations, specifications, plans and support materials; assures bid documents, notifications and related materials are distributed to appropriate contractors, outside agencies and personnel according to timelines.

Issues encroachment and grading permits.

Requests and participates in the collection of survey and mapping data.

Prepares estimates and feasibility reports for new or modified services and structures.

Prepares visual presentations and reports; and prepares special engineering studies and reports.

Coordinates public works activities with other City department, divisions, and sections and with outside agencies.

Responds to citizen complaints and investigates citizen concerns in assigned areas.

Assists in the preparation and issuance of requests for proposals and contracts awarded to consultants and contractors.

Reviews plans, maps and other documents for accuracy and compliance with established engineering practices, standards, and specifications; revises plans, as appropriate; assures department activities comply with established policies, codes, rules and regulations.

Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of municipal engineering; incorporates new developments as appropriate into programs.

Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Principles and practices of engineering as applied to public works, utilities, transportation or land development; methods and techniques of effective technical report preparation and presentation; proficient use of Computer Aided Design and Drafting (Civil 3D experience preferred); mathematical concepts applicable to engineering; operation, principles and practices of engineering drafting and computer programs; topographic and construction surveying; Pertinent federal, state, and local laws, codes, and regulations; engineering construction materials; policies and objectives of capital improvement projects; modern office equipment, methods, procedures and computer hardware and software; and budget preparation and control.

Ability to: Prepare plans and drawings neatly and accurately; prepare and present oral and visual presentations to a variety of internal and external customers; learn and understand City engineering requirements, policies and procedures; administer contracts, coordinate and review the work of outside consultants; learn pertinent federal, state, and local codes, laws, and regulations; prepare quantity and cost estimates; use and care of engineering and drafting instruments and equipment; understand and follow oral and written instructions;

operate a personal computer and a variety of software applications; communicate clearly, effectively and concisely, both orally and in writing; establish and maintain effective working relationships with co-workers and the general public,

NECESSARY SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must successfully pass a pre-employment medical examination, including a drug screen, fingerprint, background check and reference check.

Must be able to provide proof of U.S. citizenship or legal right to work in the United States.

EXPERIENCE and CERTIFICATIONS

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities. Normally this would include:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field considered useful in City engineering; (Substitution: A Master's degree in civil engineering or a related field may be substituted for one year of required experience).

Experience: Two (2) years of increasingly responsible engineering experience equivalent to that of an Engineering Technician II with the City of Patterson.

License or Certificate:

Possession of a valid Class C California Driver's License.

Possession of an Engineer in Training (EIT) Certificate issued by the California State Board of Registration for Civil and Professional Engineers.

MENTAL AND PHYSICAL REQUIREMENTS

Mental Requirements: The mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: While performing the duties of this job, the employee is regularly required to sit at a desk and/or stand for long periods of time; intermittently twist and bend to reach office equipment; use simple grasping and fine manipulation; and write or use a keyboard to communicate through written means; run errands; lift or carry weight of 20 pounds or less.

Environmental Conditions: The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job: While performing the duties of this job, the employee regularly works in an office environment.

FLSA Status: Non-Exempt
Revised: August 2022