

**ASSISTANT ENGINEER
ASSOCIATE ENGINEER**

*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.*

SUMMARY DESCRIPTION

Under direct supervision (Assistant Engineer) or general supervision (Associate Engineer), performs professional and technical engineering work in design, land development, or capital improvements.

DISTINGUISHING CHARACTERISTICS

Assistant Engineer - This is the entry level class in the engineering series. Positions in this class possess the applicable educational and training background required of classes in the engineering series, yet typically have only limited or unrelated work experience. The Assistant Engineer class is distinguished from the Engineering Associate by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class. Incumbents work under direct supervision while learning job tasks.

Associate Engineer - This is the journey level class in the engineering series. Positions in this class possess the applicable educational background and work experience required for classes in the engineering series. The Associate Engineer is distinguished from the Assistant Engineer by the performance of the full range of duties with only minimal instruction or assistance. Incumbents work independently, seeking assistance only as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Engineer class.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform professional and technical engineering work relative to assigned area of responsibility, such as design, land development, and capital improvements.
2. Design and prepare plans and specifications for public works projects including pumping stations, streets, storm drains, sewer lines, and related projects; research project design requirements; perform calculations and prepare estimates of time and material costs.
3. Answer inquiries from realtors, developers, engineers, and the general public.
4. Develop revised design and construction standards for public works structures and appurtenances.
5. Serve as construction inspector to ensure compliance on City projects, subdivisions, and encroachments.
6. Investigate field problems affecting property owners, contractors, and maintenance operations; resolve problems or refer as appropriate; coordinate or perform field work associated with infrastructure projects.
7. Administer contracts; coordinate and review the work of outside consultants; review and recommend

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payments and billing for contracted services related to assigned projects.

8. Write legal descriptions for right of way and easement dedications.
9. Issue encroachment, water, and sewer permits.
10. Request and participate in the collection of survey and mapping data.
11. Prepare estimates and feasibility reports for new or modified services and structures.
12. Participate in the plan check, review, and processing of plans for private developments affecting City streets, sewers, drains and related public works facilities; assure compliance with appropriate codes, ordinances, rules and regulations.
13. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal engineering; incorporate new developments as appropriate into programs.
14. Prepare visual presentations and reports.
15. Prepare special engineering studies and reports.
16. Coordinate public works activities with other City departments, divisions and sections and with outside agencies.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of engineering as applied to public works, utilities, transportation or land development.

Methods, materials, techniques, tools, and equipment used in engineering construction and design.

Principles of algebra, geometry, and trigonometry and their application to engineering.

Operation, principles, and practices of engineering drafting and computer programs.

Topographic and construction surveying.

Strengths, properties, and uses of engineering construction materials.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Prepare plans and drawings neatly and accurately.

Prepare engineering design computations and check, design, and prepare engineering plans and studies.

Learn and understand City engineering policies and procedures.

Administer contracts and coordinate and review the work of outside consultants.

Learn applicable laws and regulatory codes.

Prepare quantity and cost estimates.

Use and care for engineering and drafting instruments and equipment.

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Prepare reports encompassing raw technical data; prepare effective cost estimates and recommendations.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Assistant Engineer

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. Experience and an LSIT or EIT certificate may substitute for a Bachelor's degree.

Experience:

One year of experience equivalent to that of an Engineering Technician II in the City of Ceres.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of an LSIT or EIT certificate.

Associate Engineer

Education/Training:

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

Experience:

Two years of responsible engineering experience equivalent to that of an Assistant Engineer in the City of Ceres.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of an LSIT or EIT certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor setting with exposure to all types of weather and temperature conditions, and travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in

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the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous

FLSA Status: Non-Exempt

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Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Assistant Engineer/Associate Engineer position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.