

CITY OF PACIFICA

4/4/99

ASSISTANT CIVIL ENGINEER

DEFINITION

Under the general direction of the Division Head of Engineering, performs a variety of professional civil engineering work in the planning, investigation, design construction and maintenance of public works facilities. Performs permit engineering and inspection of facilities constructed by private developers as well as map checking, plan review, administration and permit tracking.

ESSENTIAL FUNCTION REQUIREMENTS

Performs plan check, review and processing of plans for private developments affecting streets and sidewalk, sewers, storm drains and related public works facilities ensuring City requirements and codes are met. Reviews encroachment, street opening and street occupation permit applications, assess the required fees and bonds including compliance with code ordinance and permit application procedure. Involved in Code Enforcement compliance with projects effecting city property. Prepares plans and specifications for City projects. Reviews Tentative and Final Maps per Subdivision Map Act; Administers or assists in the administration of contracts for construction projects; may serve as project manager on a variety of projects. Performs calculations; prepares estimate and design studies of time and materials, prepare feasibility reports. Orders and collects survey, mapping and traffic engineering data; analyzes traffic related matters and provide recommendation based on his/her analysis. Obtains, receives and investigates information and complaints by customers. Researches publications, industry information sources and project design. Uses personal computer for report writing, engineering calculations, CAD design and data collection retrieval and analysis. Makes presentations and serves as staff to commissions and review boards. Needs strong communication skills. Ability to work well with others and to maintain effective relations with the public, permittees developers and contractors. May act as lead and may supervise the work of other engineers, technicians and para-professional staff. Ability to walk on uneven surfaces and to stoop, bend and crawl during field work.

EXAMPLES OF DUTIES

Conducts investigations and studies of engineering problems and projects to recommend satisfactory solutions. Writes reports, letters, specifications, field notes, permit conditions of approval and other documents for the execution of engineering projects. Performs complex engineering calculations related to hydraulics, surveying, structures and street design. Checks the work of other engineers. Performs map checking. Prepares cost estimates. Inspects engineering construction projects. Performs complex field investigations and data gathering. Meets with members of the public, outside agency representatives, contractors and personnel from other departments to resolve complaints, coordinate activities, assure compliance with local codes and to provide liaison necessary to successful completion of engineering projects.

EMPLOYMENT STANDARDS

Graduation from an accredited four year college or university with a Bachelor of Science degree in Civil Engineering. A combination of possession of an Engineer-In-Training (EIT) Certificate and extensive experience may be considered equivalent to the required degree.

LICENSE

Possession at time of employment of a valid California driver's license is mandatory.