



CITY OF HALF MOON BAY
Job Specification

Class Title: Assistant Engineer
Status: Exempt
Department: Community Development
Reports To: City Engineer
Employee Group: Represented Management
Adopted by City Council/Resolution Number:
Modified:

DEFINITION

The Assistant Engineer is a key member of the Community Development team responsible for performing entry level professional civil engineering work related to the design, construction, inspection and coordination of a variety of public works projects; may assist with the management for assigned projects; performs a variety of engineering support services such as plan checking, legal description work and cost estimating and field inspection. This is the entry level professional engineer classification, distinguished from the Associate Engineer classification as it performs work of low to moderate complexity under general supervision. Assignments are performed within a framework of established procedures and guidelines and require review and direction from a supervisor or technical staff member with more experience.

SUPERVISION RECEIVED/EXERCISED

The Assistant Engineer reports to the City Engineer.

IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)

- Assists with the preparation of specifications, plans, estimates and reports pertaining to the construction and maintenance of a variety of engineering projects.
- Performs and/or oversees design and drafting duties in connection with Public Works projects, such as street, sewer and stormwater projects, ramps and other accessibility features in compliance with the Americans with Disabilities Act, crosswalks, etc.
- Provides field inspection of public/private improvements in the public right of way for compliance with established City standards and procedures.
- Provides information regarding existing infrastructure in response to inquiries from staff, developers and citizens.

Assistant Engineer
Represented Management
Exempt

- Assists with the review and processing of necessary City permits, right-of-way agreements and other instruments related to use of City property or right-of-way.
- Computes appropriate fees for engineering permits, plan checks and related functions.
- Assists in providing direction and guidance to applicants at the permit center counter and may, at times, be asked to back-up Permit Technician.
- Plan checks parcel maps, tract maps and private/public agency development plans.
- Provides technical advice and counsel to developers and others in the interpretation of City Ordinances and established City policies related to engineering for land development.
- Provides general and research assistance to the City Engineer and Associate Engineer; provides technical support as appropriate to other divisions and sections within the City.
- Disseminates, modifies, and maintains all Public Works records, maps, files, databases and associated GIS base map.
- Prepares correspondence and establishes and maintains appropriate records and files.
- Assists with the review, analysis, and/or preparation of environmental documents; confers with appropriate City planning staff.
- May assist with the preparation of the Capital Improvement Plan and budget.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of civil engineering
- Computer applications related to the work
- Applicable laws, codes and regulations
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone

Skill to:

- Conduct research, evaluate alternatives, make sound recommendations and prepare effective technical staff reports
- Prepare clear and concise correspondence, policies, procedures and other written materials
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Prepare complete plans and estimates of routine public works projects
- Prepare, read, and interpret survey notes, engineering specifications, construction plans, and legal property descriptions

Ability to:

- Learn modern construction methods
- Perform engineering design computations and check, design, and prepare engineering plans, studies, profiles, and maps
- Learn applicable laws and regulatory codes applicable to areas to assignment

- Learn and understand City engineering policies and procedures
- Communicate clearly and concisely, orally and in writing
- Maintain a variety of project files and records
- Establish, maintain and foster cooperative working relations with others contacted in the course of work and foster team work within the department

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possess a Bachelor's Degree from an accredited college or university, with major course work in civil engineering or a related field; and

Experience:

No experience is required, although some practical technical experience or an internship is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

WORKING CONDITIONS

Working in a standard office environment is required in this position. The incumbent must travel to and from work sites.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possess a valid California class "C" Driver's License. Possession of an Engineer in Training Certificate is preferred. Registration as a Civil Engineer in the State of California is strongly encouraged within one year of hire.

