

CITY OF SALINAS

ASSISTANT ENGINEER

BARGAINING UNIT/CLASS CODE:
SMEA / 26.5031

DEFINITION

To perform moderately complex professional engineering work in the design, investigation, and construction of a variety of public works facilities, systems, and projects, and to act as project manager for assigned projects.

DISTINGUISHING CHARACTERISTICS

This is a journey level class in the professional engineering series. Positions in this class may be filled by advancement from the lower class of Junior Engineer. Incumbents of this class perform the moderately difficult professional engineering work. Assistant Engineers are normally considered to be on a continuing training status and as assigned responsibilities and breadth of knowledge increases with experience, are assigned increasingly complex and more responsible work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a higher-level professional engineer. Exercises functional supervision over lower level professional and technical staff as assigned.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Design and prepare plans and specification and cost estimates for public works projects including pump stations, streets, storm drains, sewer lines, and related projects; research project design requirements; perform calculations and prepare estimates of time and material costs. Manage a variety of moderately complex projects simultaneously, which involves developing project schedules and plans, monitoring project progress and budget, preparing and maintaining project files, monitoring quality and progress of projects, ensuring deadlines are met and projects are delivered on time. Serve as Design Team Leader for a team assigned engineering projects of moderate size and complexity. Assign routine investigation, design and drafting tasks to technical subordinates; review completed work; assist in the solution of difficult problems. Develop project scopes and objectives. Research publications and industry information sources. Develop revised design and construction standards for public works structures and appurtenances. Investigate field problems affecting property owners, contractors, and maintenance operations. Request survey, mapping, and data collection. Prepare estimates and feasibility reports for new or modified services and structures. Participate in the plan check, review, and processing of plans for private developments affecting city streets, sewers, drains and related public works facilities and ensure that they meet all City-imposed requirements. Prepare special engineering studies and reports. Prepare council reports, general technical reports, correspondence and related documents. Coordinate public works activities with other City departments, divisions, sections and with outside agencies for the execution of projects. May supervise and train technical subordinates. May oversee the preparation of contracts, assignments and performance of consultants to ensure essential functions are performed. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on plans and specifications for development projects, and distinguish colors for design evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make valid judgments and decisions.

**CITY OF SALINAS
ASSISTANT ENGINEER (CONTINUED)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally includes driving to job sites, training and out-of-office meetings.

QUALIFICATIONS

Knowledge of:

Principles and practices of engineering as applied to public works, utilities or building construction projects. Methods, materials, and techniques used in the construction of public works and utilities projects. Modern developments, current literature and sources of information regarding engineering. Applicable laws and regulatory codes relevant to design construction in the area of assignment. Supervisory and training techniques. Topographic and construction surveying. Modern standards of alignment, grade, and compaction of streets. Sewerage and sewage disposal systems, flood control, and practices to protect storm water quality. Operation of computer and related office equipment.

Ability to:

Lead a team in the conduct and completion of moderately complex engineering projects. Make complex engineering design and computations and prepare engineering plans and studies. Learn and understand City engineering policies and procedures. Learn principles and techniques of supervision and training. Communicate clearly and concisely, both orally and in writing. Use and care for engineering and drafting instruments and equipment. Prepare reports encompassing raw technical data; make effective cost estimates and recommendations. Establish and maintain cooperative working relationships with others. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

Skills to:


Perform design engineering; prepare plans, drawings, specifications, diagrams, and sketches pertaining to Public Works, construction and development projects. Develop requests for proposals/qualifications, construction bid packages, agreements for professional services and construction contracts, and staff reports to commissions and the City Council.

License or Certificate:

Possession of a valid California (Class C) Driver's License. Possession of an Engineer-in-Training Certificate from the State of California is desirable.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in Civil Engineering or related field and two years of experience in the engineering field.

Reviewed 
Department Director

Approved 
Human Resources Officer

Approval Date 9/19/17

ORIG: 2-84, REV: 2-94, REV: 1-99, REV: 10-06
REV: 6-17