ASSISTANT ENGINEER

DEFINITION
Under general supervision, participate in the planning, design, development preparation of plans and specifications, and managing projects for the Engineering Division.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledgeable, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Participates in the planning, design, development/preparation of plans and specifications;
- Manages professional projects and construction contracts;
- Creates and maintains engineering electronic data, documents and drawings;
- Applies for grants from Federal, state and public agencies;
- Prepares written correspondences/memos/reports; present projects at meetings when required;
- Performs other engineering related assignments.

KNOWLEDGEABLE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of quality civil engineering practices and principles, best practice grant application methods and techniques and of AutoCAD and civil engineering programs
- Skilled in following and providing oral and written communications, in establishing and maintaining productive working relationships with both internal and external customers;
- Ability to perform essential duties with little supervision and to learn and enforce City, department, division policies, rules and procedures.
- Must be proficient in the use of MS Office, MS Project, AutoCAD and civil engineering software programs

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment and construction sites. Work requires frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A Bachelor Degree in Engineering or closely related field, AND two (2) years experience in capital improvement project planning. Must possess at the time of application and maintain a valid California Driver’s License. Depending on the needs of the City, incumbents in this classification may be required to possess or obtain additional licenses and certifications. Engineer-In-Training Certification highly desirable.