



Position Description

ASSISTANT ENGINEER

DEFINITION

Under direction to perform professional engineering work in the design and construction of public works and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are expected to perform, with a minimum of supervision, professional level engineering assignments. There is no lower professional engineering class. The Assistant Engineer may, however, be assigned supervisory responsibility over sub-professional engineering personnel.

EXAMPLES OF DUTIES

On assignment, performs engineering work in the preparation of plans and specifications of public works improvements, including streets, buildings and sewers; performs field surveys, supervising survey crews; supervises and personally assists in the preparation of maps, plans, and layouts; designs, lays out and makes functional studies of the sewage collection and treatment system and of storm drains; inspects structures under construction; inspects structural plans and specifications, and makes estimates on time and materials, writes memoranda and prepares reports.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering;
Engineering mathematics;
Design, construction and maintenance requirements of public works facilities including buildings, streets, drainage systems, sewers, and sewage treatment plants;
Strength, properties, and uses of the materials of engineering construction.

Ability to:

Do high-level mapping and drafting; prepare detailed plans and specifications;
Perform professional design work; Inspect construction projects and supervise survey parties;
Establish and maintain friendly and cooperative relations with those contacted in the course of the work.

Experience:

One year of civil engineering experience including fieldwork.

Education:

Graduation from an accredited college with a degree in civil engineering. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Effective Date: May 25, 2004

Resolution Number: 2004-25

Revision History: