

## **ASSISTANT CIVIL ENGINEER**

### **Definition**

Under direction, to perform difficult civil engineering or traffic engineering work in the design and construction of a variety of public works projects; and to do related work as required.

### **Examples Of Duties**

Duties may include, but are not limited to, the following: Discusses work projects with supervisors; works independently; prepares engineering designs, plans, specifications, quantity estimates and cost estimates for the construction of streets, sewers, storm drains, and other structures. Most of this design work is to be accomplished with the help of such programs as AutoCAD; may be asked to perform engineering traffic reports and studies; acts a project engineer on special projects; acts as project manager for consultant-designed projects; provides information on department operations to interested parties; writes property and right-of-way descriptions; prepares and compiles engineering and special reports including traffic and transportation studies; aides in the preparation of assessment districts; talks with citizens at counter and over the phone with regard to City engineering work; answers inquiries for information on sewer, storm and easement locations and traffic and transportation concerns; assists citizens in making applications for special permits; reviews private development plans with respect to impact on City property and infrastructure; represents City at meetings and conferences; makes specialized studies and investigations for the department as necessary; may supervise subordinate technical personnel.

### **Employment Standards**

#### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

*Experience:* Two (2) years of responsible experience in civil or traffic engineering based upon the predominate duty assignments for the position to be filled.

*Education:* Graduation from an accredited college or university in civil or traffic engineering.

### **Knowledge and Abilities**

*Knowledge of:* Principles, practices and methods of traffic and civil engineering as applied to the planning, designing and construction of streets, buildings, water and sewer systems; design principles, strength of materials and stress analysis required in planning public works construction projects.

*Ability to:* Prepare accurate plans, specifications, cost estimates and engineering reports; understand and carry out technical instructions; make accurate engineering computations and drawings; direct the work of subordinate engineering personnel; use MS-DOS based computers and AutoCad is highly desirable.

### **License(s) and/or Certificate(s) Required**

Possession of a valid California Driver's license at time of appointment; possession of an Engineer-in-Training (EIT) certificate issued by the California State Board of Registration for Professional Engineers.

Registration as a Civil Engineer or Traffic Engineer by the California Board of Registration for Professional Engineers is highly desirable, depending on the position to be filled.