

**ASSISTANT ENGINEER**

**GENERAL:**

Under general supervision of the City Engineer, performs a variety of office and field engineering and survey work involved in the planning and design of Public Works facilities.

**SUPERVISION RECEIVED AND EXERCISED:**

Assistant Engineer receives general supervision from the City Engineer, and provides direct and indirect supervision of the Engineering Technician I and II positions.

**REPRESENTATIVE ESSENTIAL DUTIES:**

- . Inspect materials and workmanship on Public Works projects to insure conformance with established plans and specifications.
- . Prepare engineering design and related drawings, specifications and estimates in connection with the construction and maintenance of a variety of engineering projects, including streets, sewers, water mains, storm drainage, sidewalks, curbs, gutters, parking lots, water and wastewater treatment plant rehabilitation.
- . Review improvement and subdivision plans for compliance with code requirements. Conduct field inspections and surveys, measure existing lines, grades, profiles, cross-sections, and location of existing structures.
- . Answer questions and provide information to the public concerning engineering activities, water and sewer line locations, drainage facilities, grading requirements, street addresses, encroachment permits, and street requirements.
- . Coordinate the assignment of street address numbers and maintain address maps.
- . Maintain map and drawing index of City drawings.
- . Assist in the coordination of engineering activities with other public and private agencies.
- . Draft improvement plans and perform other related duties.

**KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:**

- . Knowledge of:
  - . Principles, practices, and methods of engineering as applied to the planning design and construction of municipal public works projects.
  - . Design principles, strengths of materials, and stress analysis required in public works construction projects.
  - . Principles of supervision and training.
- . Ability to:
  - . Prepare accurate plans, specifications, cost estimates, and engineering reports.
  - . Conduct technical engineering research work, make detailed analysis, and write comprehensive reports.
  - . Work cooperatively with others.

**PHYSICAL REQUIREMENTS:**

- . Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
- . While performing necessary field duties, must be capable of moving about safely while maintaining body equilibrium to prevent falling on narrow, uneven and slippery surfaces. Must have a clear field of vision and adequate hearing while working around various types of construction equipment. May infrequently be required to climb a ladder.
- . Must be able to sit at a confined work station or at a drafting station for extended periods while performing essential duties.

**EDUCATION, LICENSES AND EXPERIENCE:**

- . Two years of increasingly responsible engineering work.
- . Graduation from accredited college or university with a degree in civil engineering.
- . Possession of an EIT Certificate issued by the California State Board of Registration for Professional Engineers or ability to obtain an EIT Certificate within two years of employment. Progressive experience with responsible engineering work beyond two years (4 years) may be considered equivalent to the EIT certificate.
- . Possession of a valid California operator's license, Class "C", by the State Department of Motor Vehicles.

**GENERAL:**

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

THE POSITION IS INCLUDED WITHIN THE CLASSIFIED SERVICE OF  
THE CITY OF GRASS VALLEY.

**AN EQUAL OPPORTUNITY EMPLOYER**