

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3120
Approved by C.S.B.
July 5, 2000

ASSISTANT ENGINEER

DEFINITION

Under direction supervises and performs professional engineering work in connection with the design, construction and maintenance of street improvements, drainage structures, sewers, buildings and other public works and performs other related work as required.

DISTINGUISHING FEATURES

This is the second class in the professional engineering series involving civil engineering work. This class differs from Junior Engineer in that the incumbents of the former class are closely supervised in their work and have less latitude for independent decisions regarding difficult technical problems. Incumbents of the class of Assistant Engineer perform more difficult work and usually supervise Junior Engineers. The class differs from Associate Civil Engineer in that it does not have the administrative responsibility for supervising a group of engineering personnel for assigning and reviewing major projects and does not require registration as a Civil Engineer in the State of California. Selected positions are assigned to perform environmental engineering work.

EXAMPLES OF DUTIES

1. Supervises and participates in design work involved in maintaining and constructing streets, sewers, drainage facilities and structures.
2. Directs the preparation of drawings, engineering cost estimates, preliminary reports and requests for proposals for construction and improvement projects.
3. Prepares specifications; reviews plans for conformance to current standards and specifications.
4. Prepares reports and makes estimates of a specialized nature in connection with various engineering projects.
5. Makes right-of-way and easement studies, calculations and prepares legal descriptions.
6. Conducts traffic studies of volume and effectiveness of controls; checks subdivision maps for conformance to standards.
7. Implements environmental programs such as the Clean Air (TSM) and Clean Water (URCWP) programs; administers related information programs and capital improvement projects.
8. Serves as liaison to other departments, public officials, agencies, consultants, and citizens and explains City policies and procedures; makes presentations on assigned projects and programs.
9. Assists in budget preparation and administration; may assume full budgetary responsibilities for specialized assigned programs.
10. Supervises, trains and evaluates assigned staff.

(OVER)

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in civil engineering.

Experience: Two years of civil engineering experience.

For those positions assigned to environmental engineering: Major course work in environmental engineering, environmental studies or a related science.

AND/OR

Two years of environmental engineering experience.

Knowledge

Knowledge of civil engineering principles and practices as applied to municipal engineering including streets, storm drainage, sewers, construction, structures, etc.; civil engineering materials and equipment; computer equipment and software including AUTOCAD; drafting and mapping principles and techniques; surveying methods and instruments.

Ability

Ability to perform engineering design, planning and computations; make, read and interpret survey notes, engineering specifications and legal property descriptions; prepare engineering specifications and technical reports; interpret and apply established City policies, procedures and codes; interpret and apply complex governmental regulations; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Other Requirements

Selected positions require possession of a State of California Engineer in Training certificate.

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.