

CITY OF ARCADIA

ASSISTANT ENGINEER

DEFINITION

Under general supervision, to perform professional engineering work involved in the design and construction of engineering projects including CIP projects, public works, traffic controls, and water and sewer systems; to prepare plans and specifications; and to act as a project manager on assigned projects.

SUPERVISION EXERCISED

May exercise technical and functional supervision over technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as project manager on assigned projects; oversee, direct and review the work of assigned professional and technical project staff; establish design criteria to be used by project staff and/or outside consultants; establish grades for streets, curbs and gutters, alleys or other paving projects, water and sewer lines and facilities, and similar projects; prepare preliminary and final estimates of work and material requirements; coordinate required advertising for bids.

Act as a project engineer; research applicable codes, regulations and requirements for assigned project; develop and oversee the development of construction plans and specifications; oversee and prepare changes as field conditions warrant.

Maintain constant awareness of progress on assigned projects to ensure compliance with designated time and cost schedules for project completion; supervise and participate in the inspection of construction projects; prepare change orders; review contractors' estimates and prepare/review progress payments.

Provide assistance to construction inspectors in the interpretation of plans and resolution of problems during construction; review as-built plans to ensure compliance with original plans and specifications.

Coordinate preparation and review master plans for various City infrastructure including water system, sewer system, and storm drains.

Manage City capital improvement projects; analyze problems that may arise and recommend Contract Change Orders as necessary.

Prepare schedules for capital improvement projects, budget estimates, and prioritization of capital improvement projects.

Prepare requests for proposal or requests for qualification; review and recommend award of consultant contracts.

Manage City environmental consultant and industrial waste inspection and permit program.

Prepare annual hazardous materials reports for submission to supervising agencies.

Review subdivision plans and site plans for conformance with City ordinances and State law.

Review private contract projects for conformance with City ordinances, policies, standards and accepted engineering practices; meet with architects, engineers, and developers to provide preliminary review of development concept and design.

Review and process requests for right-of-way variances, encroachment permits, address assignment and site development ordinance variance requests.

Participate in directing the activities of survey parties; convert, compute, and plot information obtained in field surveys.

Participate in the evaluation of procedures and in the development of new and improved practices.

Participate in the development and preparation of standards for engineering design and materials of construction.

Prepare special engineering studies and reports; perform special assignments on engineering problems as necessary; prepare specific studies for other City staff.

Provide technical assistance and support to other divisions and departments; provide public counter support to developers, builders, contractors and the general public pertaining to City engineering and related requirements; attend public meetings as requested.

Exercise professional engineering judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Standard principles and practices of engineering.

Terminology, methods, practices, and techniques used in technical engineering report

preparation.

Principles and practices of street, traffic control, storm water, and water and sewer system design.

Principles and practices of pavement management and design.

Principles, practices, and laws of land surveying and land development.

Materials, tools, and equipment used in engineering.

Principles of mathematics as applied to engineering work.

Modern office procedures, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Learn principles and practices of project and construction management.

Learn to develop, review and modify a full range of engineering plans, designs, and specifications specific to area of assignment.

Learn pertinent Federal, state, and local laws, codes, and regulations including engineering laws and regulations.

Prepare and maintain technical civil engineering records and prepare reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

One year of engineering experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field; or 8 years of civil engineering or related experience.

License or Certificate:

Possession of, or ability to obtain, an Engineer-in-Training License issued by the State of California.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to kneel, stoop, climb and lift and some exposure to outdoors, vibration, and mechanical hazards; ability to travel to different sites and locations.

Effective Date: **November 2008**