

CITY OF ARCADIA
ENGINEERING ASSISTANT
SENIOR ENGINEERING ASSISTANT

DEFINITION

Under immediate supervision (Engineering Assistant) or general supervision (Senior Engineering Assistant), to provide technical support to engineering staff; to coordinate plan submittals; to maintain plan files and records; and to issue permits.

DISTINGUISHING CHARACTERISTICS

Engineering Assistant--This is the entry level in the Engineering Assistant class series. Positions at this level usually perform most of the duties required of the positions at the Senior Engineering Assistant level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Senior Engineering Assistant--This is the full journey level in the Engineering Assistant class series. Positions at this level are distinguished from the Engineering Assistant level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Senior Engineering Assistant level are normally filled by advancement from the Engineering Assistant level with three years of experience and successful performance reviews. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Senior Engineering Assistant level.

SUPERVISION EXERCISED

Engineering Assistant

Exercises no supervision.

Senior Engineering Assistant

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Tag and log submitted engineering plans, maps, and related documents for plan check; route documents to consultants or developers for plan review; track status of plan checks and original documents; advise parties of revisions; contact inspectors following plan approval to initiate construction observation.

Compute fees and issue and file encroachment permits; record, distribute, copy, and file grading permits, transportation permits, and weed abatement permits; update data for permits and records.

Inspect City construction projects, repair projects, and new utility installation projects; analyze problems that may arise; recommend contract change orders as necessary.

Respond to requests for information or advise other departments, governmental agencies, consultants, and the public of City engineering policies and standards.

Check engineering plans for City projects prepared by consultants for conformance with City standards and specifications.

Review bids for conformance with State Contract Code and specifications.

Prepare cost estimates and reports for public works projects.

Make field checks, surveys, investigations, and inspections on projects.

Prepare and interpret legal descriptions.

Prepare a variety of reports, records, documents, and related engineering records.

Retrieve grading permits, soils reports, and engineering plans to respond to grading information requests from the public.

Coordinate and distribute received bid documents and specifications for projects.

Perform design drafting in the preparation of plans for public works engineering and water utility projects and improvements.

Assist in engineering design by preparing plans, performing drafting and detailing, and estimating quantities of materials needed.

Check, analyze, reduce, and use survey and other field data; adapt the transferring of data to maps, profiles, cross sections, schematics, graphs, or other compilation forms.

Perform title searches; research right-of-way and easements based on legal description.

Prepare and interpret legal descriptions.

Prepare a variety of reports, records, documents, billing, and related engineering records necessary

for department operations.

Prepare cost for water line installation and scheduling.

Answer basic questions regarding general fees and project review procedures at the public counter and by telephone.

Maintain and update department records and files of engineering plans.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Engineering Assistant

Knowledge of:

Basic mathematical principles.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Learn engineering plan types, review practices, and permit filing and approval procedures.

Learn to read and interpret engineering plan specifications.

Learn pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

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 experience performing technical engineering support work.

Training:

Equivalent to a Associate's degree supplemented by specialized training or course work in civil engineering plan review and permit issuance procedures.

License or Certificate:

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; ability to sit, stand, walk, kneel, crouch, stoop, squat, and lift 25 lbs; ability to travel to different sites and locations.

Senior Engineering Assistant

In addition to the qualifications for Engineering Assistant:

Knowledge of:

Engineering plan types, review practices, and permit filing and approval procedures.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures.

Ability to:

Perform responsible technical engineering support work with accuracy, speed, and minimal supervision.

Read and interpret engineering plan specifications.

Minimum Qualifications:

Experience:

Three years of experience performing technical engineering support work.

Training:

Equivalent to a Associate's degree supplemented by specialized training or course work in civil engineering plan review and permit issuance procedures.

License or Certificate:

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; ability to sit, stand, walk, kneel, crouch, stoop, squat, and lift 25 lbs; ability to travel to different sites and locations.

Effective Date: January, 1999