



CITY OF BIG BEAR LAKE

ASSISTANT ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under the general supervision of the City Engineer or his/her designee, this position oversees, and performs a variety of office and field functions related to City engineering projects; and performs other related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Engineer** is the first working level class in the professional engineering series. This position is responsible for office and/or field projects of average difficulty and is expected to direct them to completion. Assists in the execution of the daily operations of the Engineering Department. Responsibilities include all aspects of civil engineering which require the application of professional engineering principles as well as permitting processes.

SUPERVISION RECEIVED/EXERCISED:

General supervision is received from the City Engineer or his/her designee. Incumbent may provide direction to lower level technical and clerical staff within the Engineering Division.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assists in the preparation of plans and specifications for the construction of public works infrastructure projects (including street and drainage improvements, sewer systems maintenance/repairs and other related structures); researches project design requirements (including conditions of development and environmental documents), and prepares estimates of time and material costs related to construction.
- Provides general engineering support services, such as; maintaining the GIS/computerized mapping system, performing field project inspections and the issuance of permits associated with the Engineering, Public Works and Sanitation Departments.
- Performs plan check review, and processing of plans for private developments affecting public works and sanitation facilities, subdivision maps, legal property descriptions, and documents to ensure compliance with Federal, State and local requirements.
- Assists in the coordination of the work of outside consultants providing services to the City.
- Coordinates, reviews and inspects the work of field construction and/or survey crews.
- Assists with the preparation of bid documents for public improvement, maintenance and construction projects.
- Monitors and tracks project activities, and maintains comprehensive records required for compliance reporting.

- Researches grant opportunities and assists with the preparation of grant proposals; monitors existing grant programs for compliance with regulations and maintains grant records for audit purposes.
- Demonstrates an understanding of applicable policies, procedures, and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, consultants and members of the public.
- Performs other related and peripheral duties as required and necessary for the successful performance of this job.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting, stooping and crouching. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision when reading correspondence, and using the computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, carry, push and pull files, reports and other materials weighing up to 40 pounds is required. The employee may be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

A bachelor's degree in civil engineering, mathematics, or related field from an accredited college/university is required. At least two years of related experience in plan checking, design, construction and contract management of public works projects is desired.

License/Certificate:

- Possession of, or ability to obtain, a valid Class C California driver's license.
- Possession of an Engineer In Training (EIT) License from the State of California is encouraged, but not required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles of civil engineering and engineering project management; plans and specifications for public works projects; cost estimation; principles and practices of engineering design as related to public projects; methods, materials, and techniques used in the construction of public works projects. Current literature and sources of information regarding engineering and environmental and other State and

Federal laws related to project development; modern office procedures, practices, and equipment operation, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; and standard safety practices.

Ability to:

Make simple engineering computations and to check and design, the preparation of engineering plans and studies; interpret explain, and apply applicable Federal/State laws, codes, regulations, local ordinances, and related standards which are applicable to engineering work or review; analyze problems, identify alternatives and solutions, project consequences of proposed actions and implement recommendations in support of goals and work plans; perform mathematical calculations quickly and accurately; oversee special projects and programs; interpret and apply administrative and departmental policies and procedures; develop effective working relationships with City personnel, contractors, outside agencies, and the public; communicate clearly and concisely, both verbally and in writing; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; be able to plan, be well organized, work well under pressure, be proactive, discreet and able to maintain confidentiality on appropriate issues.

Skill to:

Operate standard office equipment, including a computer and variety of word processing, spreadsheet, database, presentation, and other related software applications; familiarity with engineering related software such as Autocad, ArcGIS and similar programs.