

CITY OF EAST PALO ALTO

CLASSIFICATION SPECIFICATION

CLASS TITLE: ASSISTANT ENGINEER-CIP
DEPARTMENT: PUBLIC WORKS
DIVISION: ENGINEERING
REPORTS TO: City Engineer

CLASS CODE:
FLSA STATUS: N/E
GROUP: NON-BARG.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification.

DEFINITION

To perform journey-level engineering work in the field of current and/or comprehensive engineering; provide information and assistance to other city departments, developers, the business community, outside jurisdictions, and the public on land use development, engineering, and other related matters.

JOB SUMMARY

This job reports directly to the City Engineer and/or Senior Engineer. Under general direction, and receives occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

DISTINGUISHING CHARACTERISTICS

This classification is an entry-level class within the Engineering series. This class is non-exempt and is represented by SEIU-Local 715. Requires independent judgment and discretion in working with contractors and the public. This class is distinguished from the Associate Engineer by the performance of the more routine tasks and duties assigned to incumbents in this series including proposal and application review, report preparation and a high degree of public interaction. Typically, incumbents may have completed a college degree in the field or related field and have limited or no experience in the engineering field.

ESSENTIAL FUNCTIONS

This reflects essential responsibilities of this classification; however, all responsibilities may not be performed by all incumbents.

- Perform engineering work in the preparation of plans and specification of public works Capital Improvements, including streets, water distribution system, storm drain, buildings, street lights, and wastewater systems.
- Perform field surveys, supervise survey crews.
- Assist in the preparation of maps, plans, and layouts.
- Design, layout and make functional studies of water distribution systems, wastewater collection and treatment system, storm drain, and other infrastructure and utility systems.
- Inspect structures under construction.
- Inspect structural plans and specifications to make estimate on time and materials.
- Prepare memoranda and reports.
- Carry out research; write specialized reports and correspondence, and record pertinent information about historically and architecturally significant resources.
- Answer questions and provide information to the public, investigate complaints and recommend corrective action as necessary to resolve complaints' concerning the City engineering function.
- Prepare requests for proposals for outside contractor's; draft and administer contracts of outside consultants; oversee the maintenance of consultant schedules; oversee consultant records and invoices; review and approve invoices for payment.
- Attend a variety of meetings as required.
- Make public presentations and present oral reports on engineering information and activities.

- Serving customers at the counter, in the field, and over the telephone.
- Perform related duties and responsibilities as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Basic principles and practices of engineering
- Engineering design techniques and methods.
- Computer functions, including basic word document and spreadsheets software and Auto CAD.
- Technical report writing.
- Laws, general plans, zoning, land divisions, and related public meeting and records laws.
- Federal and State environmental laws and regulations.
- Current literature, information sources and research techniques in the field of engineering.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Modern office methods, practices, procedures and computer equipment.

Skills

- Planning and organizing, assignments and work.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate policies, procedures and protocols.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Bilingual skills would be desirable.
- Preparing clear and concise reports, correspondence and other written materials.

Abilities to:

- Interpret planning and zoning regulations to the general public.
- Establish and maintain effective working relationships with a variety of individuals
- Analyze and compile technical and statistical information.
- Respond to difficult and sensitive public inquiries.
- Prepare and present technical reports.
- Perform journey level plan checking activities.
- Interpret a variety of instructions in written, oral, diagram or schedule form.
- Perform the essential functions of the classification.

MINIMUM QUALIFICATIONS REQUIRED

Education:

Bachelor's Degree from an accredited college or university with major course work in Engineering, or a closely related field.

Experience:

No experience is necessary.

Licenses and/or Certifications:

- Valid California Class C Driver's License or higher and a good driving record.
- Advancement would necessitate meeting the pre-requisite certification requirements for an engineer-in-training (EIT).

DESIRED QUALIFICATIONS

- Master's Degree from an accredited college/university in Engineering, Architecture, City Planning; and, two (2) years progressive responsible related experience.

MATERIAL AND EQUIPMENT USED

General office equipment including fax, computer, printer, passenger vehicle, regular/cell telephone, pager, computer, camera audio/visual equipment.

PHYSICAL REQUIREMENTS

While performing the essential Functions of this classification the employee is frequently required to stand, walk, sit; reach with hands and arms; use manual dexterity to operate machinery/tools' handle, seize, hold or otherwise work with hands', and/or balance; stoop, kneel, crouch, or crawl; speak and hear, and climb flights of stairs.

WORKING CONDITIONS

While performing the essential functions of this classification the employee is exposed to a normal office environment with little exposure to outdoor temperatures, or dirt and dust. Field work is also required.

NOTE: Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.