

ASSISTANT CIVIL ENGINEER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, to perform entry-level engineering duties involving the design and construction of public works projects including Streets, Signals, Traffic Control Systems, Traffic Management, Parks, City Facilities, and City Water/Wastewater Systems; to provide assistance in preparing plans, drawings, calculations and specifications; to assist with project management as part of a team; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Civil Engineer is the entry level within the professional Engineering Series. This class is distinguished from the Associate Civil Engineer by the performance of the more routine tasks and duties assigned to positions within the series including preparation of less complex plans, work orders and cost estimates. Assistant Civil Engineers assist with project management as part of a team, and learn to perform more complex projects. Since this class is typically an entry level class, employees may have only limited or no directly related work experience. Incumbents assigned to the Associate level are experienced professional Engineers who are expected to perform with a high degree of independence in preparing designs and in fully managing mid-size projects, or in managing aspects of large and complex projects as part of a team.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Engineer and/or Principal Civil Engineer; and/or receives functional and technical supervision from the Senior Civil Engineer, as assigned. Incumbents may receive day-to-day technical direction from an Associate Civil Engineer as part of a team.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Performs engineering duties in support of public works engineering design and construction programs including Streets, Signals, Traffic Control Systems, Traffic Management, Parks, City Facilities, and City Water/Wastewater Systems.
2. Provides public counter support to developers, builders, contractors and the general public pertaining to City engineering policies and procedures; reviews changes to approved plans and specifications; processes a variety of permits.
3. Provides assistance to construction inspectors in the interpretation of plans and resolution of problems during construction; reviews as-built plans to ensure compliance with original plans and specifications.

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4. Provides assistance in preparing engineering designs, specifications, costs and quantity estimates for public work projects; obtains required easements or permits for streets, water and sewer system construction, utility structures and other public works projects; prepares computations, preliminary layouts and design work from field and survey data.
5. Prepares maps, deeds, legal descriptions, and other documents; utilizes specialized computer programs including computer aided drafting (CAD).
6. Participates in the preparation and administration of program budgets for assigned area or budgets for assigned projects; submits budget recommendations; monitors expenditures.
7. Assists in the preparation and issuance of requests for proposals and contracts to consultants and contractors; prepares engineering conditions for project review at development review committee meetings; prepares engineering impact fees.
7. Gathers and studies traffic data and prepares reports related to traffic counts, speed surveys, level of service, analysis and other related areas of traffic engineering.
8. Assists in the collection of field survey information and construction surveys.
9. Exercises judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes.
10. Prepares a variety of reports, correspondence, letters, memoranda and related documents on engineering projects; maintain project files and records.
12. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Basic operations, services and activities of public works engineering and construction program.
- Basic principles and practices of civil engineering design and construction.
- Basic principles of traffic engineering.
- Terminology, methods, practices, and techniques used in technical civil engineering report preparation.
- Materials, tools, and equipment used in civil engineering projects.
- Principles of mathematics as applied to engineering work.
- Construction principles, practices, methods and materials.
- Applicable codes, regulations and standards.
- Drafting techniques and computer aided drafting (CAD) systems.
- Modern office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent Federal, State, and local laws, codes and safety regulations.

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Ability to:

- Learn to develop, review, and modify civil engineering plans, designs, and specifications.
- Learn pertinent Federal, State, and local laws, codes, and regulations including civil engineering laws and regulations.
- Prepare and maintain technical civil engineering records and prepare reports.
- Assist in the review and preparation of reports, cost estimates, studies and investigations.
- Interpret and explain City policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of para-professional civil engineering program experience.

Training:

A Bachelor's degree with major course work in civil or traffic engineering or a related field.

Licenses and Certifications

Possession of a State of California driver's license, and the ability to maintain insurability under the City's vehicle insurance program.

Possession of, or ability to obtain an Engineer-In-Training (EIT) Certification.

WORKING CONDITIONS

Environmental Conditions:

The work environment characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions with exposure to computer screens, and the noise level is usually quiet. The position may occasionally be in the field on construction sites where there will be limited exposure to noise, dust, grease, smoke, fumes, and traffic; and/or exposure to inclement weather conditions including heat, cold, and rain.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time and operating motorized vehicles. The physical and mental demands described here are

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representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, and bend at the waist; crouch or crawl; and smell. The employee is occasionally required to lift up to 25 pounds unaided.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision, and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; analyzes and solves problems; uses math, and mathematical reasoning; observes and interprets people, and situations; learns and applies new information and skills; performs highly detailed work; deals with changing deadlines, constant interruptions, and multiple concurrent tasks; and interacts with others encountered in the course of work.

CAREER PROGRESSION

FROM: Assistant Civil Engineer

TO: Associate Civil Engineer

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