Date Adopted: 6/13/06

CITY OF GLENDORA CIVIL ENGINEERING ASSISTANT

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 limited supervision, performs a variety of field and office sub-professional civil engineering work; plans, designs, and reviews the construction of public works, water, traffic, and subdivision projects; performs technical studies; performs related duties as required.

CLASS CHARACTERISTICS

Incumbents of this class perform journey level assignments and are responsible for engineering analysis and recommendations. Incumbents may assist lower level staff performing inspections of public works facilities or sub-professional engineering work.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

- 1. Performs contract administration of public works projects including the technical review and approval of project plans, designs, and construction; evaluates public works project proposals and recommends award of contract. (a b c d e f g j k l m n p)
- 2. Prepares plans, maps, and designs for streets, sewers, storm drains, water distribution systems, street lighting, landscaping, street improvement, and other capital improvement projects; prepares specifications and cost estimates for a variety of public works projects. (c d e g i j l m n p)
- 3. Performs inspections of construction projects; makes field inspections of existing structures to determine adequacy and estimate stabilizing requirements; meets with contractors to resolve items of non-compliance. (a b d e f g j k l m n q)
- 4. Investigates complaints, conducts technical studies and prepares reports and recommendations related to civil engineering projects, such as traffic, transportation, capital improvement projects, and other specialized studies. (a b c d g h i j l m n p q)
- 5. Reviews and approves proposed residential, commercial, and industrial developments by checking site plans and tentative and final subdivision maps for compliance with appropriate regulations; prepares conditions of approval; advises

- public on city standards and processes for acquiring appropriate permits. (a b c d e g i j k l m n p)
- 6. Conducts field surveys and operates a variety of survey equipment; measures distances and establishes elevations; prepares survey reports.(a b c d e g j l m n o p q)
- 7. Prepares traffic engineering reports; supervises the collection and management of traffic data; conducts traffic studies; investigates complaints of traffic safety issues and makes recommendations. (a b c d e g h j k l m n p q)
- 8. Prepares and maintains a variety of maps related to the water distribution system; prepares required reports on water quality; performs hydrant flow tests and calculations; assists the Water Division Supervisor with a variety of water systems related issues. (a b c d e g i j l m n p)
- 9. May assist in directing the work of Engineering Aides and Technicians who are in training; leads the work of same as required. (a c d f g j k l m)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- a. Communicate clearly and concisely, both orally and in writing.
- b. Keep accurate records.
- c. Analyze data and information and draw logical conclusions.
- d. Perform sub-professional engineering work.
- e. Use and care for engineering and drafting instruments and equipment.
- f. Conduct inspections of public works projects.
- g. Perform engineering calculations.
- h. Conduct traffic surveys.
- i. Prepare engineering plans.
- j. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- k. Explain and apply policies and procedures.
- I. Interpret and apply rules, regulations, legislation and policies.
- m. Understand and follow verbal and written directions.

- n. Work independently.
- o. Perform survey work and use a variety of surveying instruments.
- p. Operate a computer and use a variety of computer software.
- q. Safely operate vehicles.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

An Associate's degree or equivalent with major work in civil engineering or closely related field, and three years of progressively responsible professional experience in civil engineering or a closely related field.

Knowledge and Skill Levels

Considerable knowledge of engineering principles and practices as applied to public works, including planning and development, design, and construction; methods and techniques utilized in the preparation of public works project designs and related plans, specifications, and cost estimates; related federal and state laws, ordinances, and regulations. Working knowledge of the methods and techniques of supervision.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Possession of an EIT certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

<u>Environment:</u> Work is performed primarily in a standard office setting with some travel to conduct site investigations, subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with the public, coworkers and others, occasional exposure to outside weather conditions; noise, dust, vehicle traffic, work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain. At least minimal environmental controls are in place to assure health and comfort.

<u>Physical:</u> Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

<u>Vision:</u> See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by Johnson & Associates LLC June, 2006