

## CITY OF BRISBANE

### ASSISTANT ENGINEER I/II

#### **Definition**

Under direction of the Senior Civil Engineer, learns and performs professional field and office engineering work related to the City capital improvement projects and City infrastructure and daily departmental operations; confers with developers, contractors and representatives of other agencies; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

#### **Class Characteristics**

Assistant Engineer I is the entry level in this professional engineering series. Initially under close supervision, incumbents with an appropriate educational or equivalent technical background learn municipal engineering design, plan review and contract administration practices and techniques. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and performed under more general supervision. This class is alternately-staffed with Assistant Engineer II and incumbents may advance to the higher-level after gaining knowledge, skill and experience, which meet the qualifications for and demonstration of the ability to perform the work of the higher-level class.

Assistant Engineer II is the first experienced level in this engineering series with responsibilities spanning the entire spectrum of the City's engineering function, but without the project responsibilities of a professional engineer. Successful performance of the work requires skill in coordinating work with those of other City departments and public agencies, as well as dealing with the public. This class is distinguished from Associate Civil Engineer in that the latter requires registration as a professional engineer and has project management and professional design and plan review responsibilities.

#### **Examples of Duties** (Illustrative Only)

- Learns to and prepares basic designs, specifications, plans, estimates and reports for the development and modification of City infrastructure, including streets, curbs, gutters, underground lines, and various facilities and appurtenances.
- Reviews private development plans submitted by developers, land owners and engineers for adequacy of application and conformance to City standard plans and specifications.
- Participates in the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award.
- Assists in managing design and construction projects for public works projects; ensures contractor compliance with contract documents, time and budget estimates; recommends field changes as required.
- Conducts engineering and related studies, evaluates alternatives, makes recommendations and prepares and presents reports to the City Council.
- Confers with and provides information to property owners, contractors, developers, engineers, architects and the public regarding conformance to standards, plans, specifications and codes; explains codes, requirements and procedures and evaluates alternatives.

- May assist with State and Federal storm water permit compliance, including operational and financial program development and monitoring.
- May act as the City's liaison with a variety of committees, commissions, contractors, design engineers, and developers and represents the City and the department in meetings with other public, regulatory and private organizations
- Prepares a variety of written correspondence, reports, grant applications, master plans, procedures, ordinances and other written materials.
- Maintains accurate records and files.

### **Qualifications**

#### **Knowledge of:**

- Basic principles, practices, procedures and standards related to City public works and engineering infrastructure development and maintenance.
- Principles and practices of civil engineering in a municipal setting.
- Basic principles of capital improvement cost estimation and contract administration.
- Computer applications related to the work, including computer-aided drafting and design concepts and applications.
- Applicable laws, codes and regulations.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations and with property owners, developers, contractors and the public.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

#### **Skill in:**

- Developing and reviewing standard plans for municipal public work projects.
- Assisting in developing and administering contracts for professional services and construction in a public agency setting.
- Conducting basic research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports.
- Interpreting, applying and explaining codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Education:

Equivalent to graduation from a four year college or university with major course work in civil engineering or a field related to the work.

Experience:

Assistant Engineer I

No experience is required, although some practical technical experience or an internship is desirable.

Assistant Engineer II

Two years of professional engineering design, plan review and project administration experience, preferably in a public agency setting.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record. Possession of an Engineer-in-Training certificate from the State of California is required at the II level. Dependent on assigned duties, possess a Water Distribution Operator II level certification as issued by the State of California or a Collection System Maintenance II level certification issued by the C.W.E.A., or obtain such certification in a time frame designated by the City. Such certification must be maintained during employment.

**Physical Demands:**

Must possess mobility to work in a standard office setting, to inspect City development and construction sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

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Resolution: 2001-20

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Abolished: