



City of San Bruno

CLASS SPECIFICATION

CLASS TITLE:

ASSISTANT ENGINEER

DEFINITION

To perform professional engineering work in the design and construction of public works in the provision of office and engineering support and field engineering support for environmental, water, sewer, street, and other Public Works projects and programs ensuring technical competence and compliance with all current codes and criteria.

DISTINGUISHING CHARACTERISTICS

This is a single level class and the first working level in the professional engineering series where employees within this class perform the full range of professional engineering duties. Employees at this level receive only occasional instruction or assistance, guidance, and supervision from the Associate, Senior, Principal or City Engineer as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from an assigned supervisor or manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Prepare plans and specifications and estimates for the more difficult and complex engineering work in public works improvements, including streets, facilities, sewer, water, storm drain, traffic, and land development.
- Issue and administer utility permits, street use permits, franchise utility permits, etc.
- Review and interpret plans, calculations, and specifications for accuracy of design and completeness, and for conformance to applicable codes, regulations, and ordinances.
- Review and check plans and reports submitted by consultants, architects and engineers for conformance to established standards and specifications.
- Manage projects.
- Perform field surveys, supervise survey crews.
- Supervise and assist in the preparation of maps, plans, and layouts; designs, lay out and makes functional studies of the sewage collection and treatment system collection and treatment system, of water distribution and treatment system, and of storm drain conveyance system.
- Inspect structures under construction.
- Inspects structural plans and specifications, and makes estimates on time and materials, writes memoranda and prepares reports.
- Support in the preparation of easements and right-of-way descriptions, assessment district calculations.
- Prepare correspondence, agreements, contracts, staff reports, and engineering reports relating to city infrastructure or city programs.

- Support in working with public groups and individuals to resolve community concerns regarding city infrastructure and Capital Improvement Projects. Provide technical engineering information to other City Staff, Agencies, Engineers, Consultants, Contractors and the public.
- Perform site inspections.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, techniques, and practices of civil engineering.
- Engineering mathematics.
- Design, construction and maintenance requirements, techniques, practices, and principles of public works facilities including buildings, streets, drainage systems, sewers, and sewage treatment plants.
- Strength, properties, and uses of the materials of engineering construction.
- Laws, codes, and ordinances related to engineering and public works, such as but not limited to California Streets and Highways Code, MUTCD, Public Works Contract Code, Building Codes and other related codes and regulations.
- Laws, codes, and ordinances related to the assigned area.
- California Subdivision Map Act.

Ability to:

- Perform high-level mapping and drafting.
- Prepare detailed plans, estimates, contracts, and specifications.
- Perform professional design work.
- Inspect construction projects and supervise survey parties.
- Use various applications related to office productivity, plan review, project management, GIS, asset management, City permitting, work order, citizen complaint, and data application.
- Interpret and accurately apply applicable Federal, State, and Local policies, procedures, codes, laws, ordinances, and regulations
- Conduct technical engineering research, draw logical conclusions, and make recommendations.
- Analyze, interpret, and apply information, choose among alternative courses of action, and arrive at a recommendation
- Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with the job functions.
- Represent the city and the department effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of work, such as with employees, contractors, consultants, elected, and appointed officials, and the public.
- Stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell.
- Use hands to finger, handle, feel or operate objects, tools, and controls, reach with hands and arms.
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Use hand-eye coordination to operate drafting instruments, computers and various pieces of office equipment.

- Lift and/or move up to 25 pounds.
- Walk uneven surfaces, climb ladders or crawl into closed areas to perform site inspections, take measurements or other field duties; protective wear such as hard hats, boots, and eyewear may be required.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidate. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent to a bachelor's degree from an accredited college or university with major coursework in civil engineering or another field of study applicable to the responsibilities and requirements of this job class.

One (1) year of progressively responsible experience performing professional civil engineering work.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Possession of an Engineer-in-Training (EIT) certificate highly preferred.

Working Conditions:

Work is performed mostly in office settings. Outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Use of safety equipment, such as safety vests, safety eye wear and hard hats, as required.

Category:	Journey Entry
FLSA Classification:	Exempt
Effective Date:	June 29, 2022
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