



CITY OF CITRUS HEIGHTS

ASSISTANT ENGINEER ASSOCIATE ENGINEER

DEFINITION

To perform a variety of professional and technical engineering duties related to new and current development, capital improvement, transportation, drainage, encroachment permit and landscape assessment district projects and other public works projects; and to provide professional and technical support to management.

DISTINGUISHING CHARACTERISTICS

Assistant Engineer - This is the entry level class in the professional Engineer series. This class is distinguished from the journey by the performance of more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited related work experience. Employees work under immediate supervision while learning job tasks.

Associate Engineer - This is the journey level class within the professional Engineer series. This class is distinguished from the Assistant Engineer by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

This class is distinguished from the Associate Civil Engineer in that the latter is registered as a Professional Civil Engineer with the State of California.

SUPERVISION RECEIVED AND EXERCISED

Assistant Engineer

- Receives general supervision from an assigned supervisor.
- May provide technical and functional supervision over less experienced technical and administrative support personnel.

Associate Engineer

- Receives direction from an assigned supervisor.
- May exercise direct supervision over technical staff; and may provide technical and functional supervision over less experienced professional and administrative support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Perform specialized professional and technical duties and oversight on projects related to area of assignment.
- Assist in the development and implementation of goals, objectives, policies and procedures for projects; assist in determination of priorities of projects and work assignments.

- Participate in budget preparation and administration related to projects; prepare cost estimates for budget recommendations; and, submit justifications for projects and monitor and control expenditures.
- Review and assist with land development plans, construction documents, encroachment permit applications and Landscape Assessment District projects as assigned.
- Provide estimates in connection with the construction or maintenance of a variety of engineering projects to include street lighting, street resurfacing, general street improvements, drainage and other capital improvement and public works projects as assigned.
- Provide technical and functional supervision to lower level professional personnel; provide direct supervision over technical personnel as assigned.
- Attend, make presentations, or assist with preparations for internal or external meetings related to area of assignment; meet with neighborhood groups and commissions, task forces, committees and the Planning Commission and City Council as assigned.
- Coordinate, create, review or assist with engineering plans, charts, diagrams, graphs, tables, sketches, exhibits and staff reports for the Planning Commission, City Council and other uses.
- Draft and monitor grants and applications to secure funding; oversee consulting and construction service contracts; conduct field inspections; and, ensure project related information is received by appropriate staff, public or agency in a timely manner.
- Prepare or assist with specifications, plans, estimates, reports and documents pertaining to the construction, maintenance and operation of traffic engineering facilities and other capital improvement public works engineering projects as assigned.
- Act as project manager over the administration of apportionment of assessments; prepare and coordinate the Engineers Reports for assessments districts involving private developments and related activities; and, prepare the staff report for the annual assessment presentations to the Planning Commission and City Council.
- Research and meet with other local agencies and utilities regarding affects on engineering projects or other issues as assigned.
- Resolve customer service issues related to area of assignment; conduct investigations of complaints and recommend appropriate corrective actions; prepare response letters to applicants.
- Perform a variety of special projects; assist with preparation or coordination of illustrations and exhibits; maintain records, lists and data.
- 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

Assistant Engineer

Knowledge of:

- General principles of civil engineering and related fields.
- Principles of land use development, traffic and lighting design, pavement management, drainage, public infrastructure and construction inspection processes.

- Basic legal parameters of land development such as Subdivision Map Act.
- Basic construction practices, procedures and materials.
- Mathematic principles of algebra, geometry, calculus, and trigonometry as related to engineering functions.
- Methods and techniques of mapping as related to engineering functions.
- Modern office procedures, methods and related computer equipment, including specialized programs related to engineering functions.
- Principles and practices of good customer service.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of safety management.

Ability to:

- Learn, understand, explain and apply ordinances, regulations, codes, resolution and procedures, laws and policies governing assigned area.
- On a continuous basis, learn, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Read, understand, analyze, and use blueprints, construction plans, technical drawings, engineering plans and specifications and reports; reduce, interpret and apply field notes.
- Learn terminology, methods, practices, techniques, of design, construction, installation, safety, upgrade and maintenance used in general civil engineering, transportation, traffic management and studies, pavement management and water distribution operations.
- Learn to perform engineering and mathematic calculations with speed and accuracy; perform other engineering duties; and, write technical reports as assigned.
- Learn design, construction, installation, upgrade and maintenance of traffic engineering and transportation projects, including signals, signs, striping, etc.
- Learn to use specialized software relevant to assigned duties.
- Learn to use and care for electronic and mechanical instruments, equipment and tools used in assigned area of work.
- Learn to project and analyze costs; research and write grant drafts; understand and assist with negotiation of contracts.
- Attend public meetings in the evening to perform the requirements of the job.
- Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust and respect.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.
- Communicate clearly and concisely, both orally and in writing.

- Operate a personal computer with proficiency and familiarity.

Experience and Training

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

Experience:

One year of technical experience related to drafting, civil engineering, traffic or a related field.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Possession of an Engineer-In-Training Certificate (E.I.T.) is desirable.

Associate Engineer - In addition to the qualifications for the Assistant Engineer:

Knowledge of:

- Terminology, methods, practices, techniques, of design, construction, installation, safety, upgrade and maintenance used in general civil engineering, transportation, traffic management and studies, pavement management and drainage operations.
- Plan review techniques and encroachment permit applications.
- Principles and practices of technical report writing and data presentation.
- Recent developments, programs, current literature, and sources of information regarding civil engineering, including changing regulations and methods of compliance.
- Recent developments, programs, and available equipment regarding traffic engineering, especially in the area of traffic calming and the restraint of vehicle travel in residential areas.
- Principles and practices of grant and application writing.
- Budgeting procedures and techniques.
- Pertinent local, State and Federal laws, codes, and local ordinances, City Functions, policies, rules and regulations.

Ability to:

- Perform engineering and mathematic calculations with speed and accuracy; perform other engineering work; write technical and project reports as assigned.
- Use specialized software relevant to assigned duties.
- Use and care for electronic and mechanical instruments, equipment and tools used in assigned area of work.
- Know and utilize terminology, methods, practices, techniques, of design, construction, installation, safety, upgrade and maintenance used in general civil engineering, transportation, traffic management and studies, pavement management and drainage operations.
- Understand, explain and apply ordinances, regulations, codes, resolution and procedures, laws and policies governing assigned area.

- Assist in the design, construction, installation, upgrade and maintenance of transportation engineering and transportation facilities, signals, signs, striping, etc.
- Project and analyze budget costs; research and write grant drafts; understand and assist with negotiation of contracts.
- Prepare or assist with displays and illustrations as assigned.

Experience and Training

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

Experience:

Two years of professional experience related to drafting, civil engineering, traffic or a related field similar to the Assistant Engineer with the City of Citrus Heights.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering or a related field.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Possession of an Engineer-In-Training Certificate (E.I.T.) is highly desirable.

PHYSICAL/SENSORY REQUIREMENTS

On a continuous basis, sit at desk for long periods of time; intermittently walk, twist, reach and bend in the field; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

File:	Assistant-Associate Engineer
FLSA:	Non-exempt
Created:	01/01/02
Revised:	07/29/03 – Added Section 504 language 09/26/06 – Added Part-Time language 10/15/10 – Corrected EEO Language 04/11/18 – Technical edits/ update format

<p><u>Part-Time:</u> The Assistant and Associate Engineer classifications may be designated by specific position and assignment as part-time. Such part-time positions will be compensated at an hourly rate of pay and will have limited evening or weekend meeting attendance requirements.</p>
--