



Class Code: 229
WP Code: JrAsstEng
Established: Feb. 2002
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EEO Code: P

CLASS SPECIFICATION

City of Newark, California

JUNIOR / ASSISTANT ENGINEER - CIVIL

DEFINITION

To perform professional civil engineering work in the design, construction, inspection, and coordination of a variety of public works projects; and to check subdivision, land division, transportation, and other plans for conformance with City and State standards and current engineering practice.

DISTINGUISHING CHARACTERISTICS

Junior Engineer – Under immediate supervision from the Senior Civil Engineer; and technical and functional supervision from an Associate Civil Engineer. This is the entry-level class in the professional engineering series. The Junior Engineer class is distinguished from the Assistant level by the performance of less than the full range of duties assigned to the Assistant level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned tasks are learned.

Assistant Engineer - Under general supervision from the Senior Civil Engineer; and technical and functional supervision from an Associate Civil Engineer. This is the journey level class in the professional engineering series and is distinguished from the Junior level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Junior level.

This class is distinguished from the Associate Civil Engineer in that the latter performs advanced journey level duties and provides lead supervision to lower level engineering personnel.

If an incumbent in this class is a Registered Civil Engineer, the title of Assistant Civil Engineer may be used.

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

Review private development and public improvement plans and subdivision maps for compliance with state and local codes, regulations and standards, and compliance with the requirements of project approval.

Review encroachment permit and other permit applications, and hydrology and hydraulic calculations.

Prepare engineering plans and specifications for less complex projects, solicits and reviews bids, and makes recommendations for project award and acceptance.

JUNIOR/ASSISTANT ENGINEER – CIVIL

Provide project management for municipal public works construction and maintenance projects.

Perform or oversee project administration and inspection.

Plan and perform surveying and construction inspection work.

Conduct basic traffic engineering studies and investigations; assist in traffic signal and pavement marking design, and evaluate transportation and traffic impacts of development proposals.

Prepare reports on construction, maintenance, transportation, and general public works issues.

Administer special projects and programs involving storm water quality, public utilities, pavement management system, or other activities that effect public works.

Respond to public and other inquiries orally and in writing; attend and represent the City in public meetings, and make presentations to City Council, Planning Commission, and other legislative and advisory bodies.

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

Junior Engineer

Knowledge of:

Principles and practices of civil engineering.

Ability to:

Make complex engineering computations and drawings quickly and accurately.

Use and take care of engineering survey and drafting equipment.

Prepare accurate plans and specifications, cost estimates, and engineering reports.

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Make presentations to a variety of groups.

Establish and maintain effective working relationships with those contacted in the course of work.

JUNIOR/ASSISTANT ENGINEER – CIVIL

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; work in conditions of various outdoor exposure.

Use computer programs required in professional engineering and office work.

Perform technical research work and to give reliable advice on routine to difficult engineering problems.

Experience and Training

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:

No experience is required; some civil engineering experience is preferred.

Training:

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

License or Certificate

Possession of, or ability to obtain, a Class C California Driver License.

Possession of an Engineer-in-Training Certificate.

Assistant Engineer

In addition to the qualifications for the Junior Engineer:

Knowledge of:

Modern methods and techniques in the design, construction, and maintenance of public works activities.

Subdivision law and processing of subdivision maps and other legal land development actions.

Ability to:

Plan and supervise the work of technical personnel.

JUNIOR/ASSISTANT ENGINEER – CIVIL

Experience and Training

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 municipal engineering experience.

Training:

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

License or Certificate

Possession of, or ability to obtain, a Class C California Driver License.

Possession of an Engineer-in-Training Certificate.

Probationary Period: 12 Months

FLSA: Exempt