



## JOB DESCRIPTION

### Assistant Engineer

Date Prepared: March 2014

Class Code: 7140

**SUMMARY:** Under basic supervision, performs a variety of moderately complex technical and engineering work related to the drafting and design of plans for public works facilities; conducts surveys; performs related duties as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of work in the preparation of construction drawings and related maps, reflecting topography, drainage, right-of-ways, structures, utility lines, roadway, construction symbols, and related information.
- Uses a variety of drafting tools and equipment; tabulates and plots field data.
- Prepares plans on computer, using specialized drafting software, related to the construction and maintenance of a variety of projects in accordance with City, State, and Federal guidelines.
- Prepares quantity calculations and materials costs.
- Assists with field surveys; performs survey work as rodman, chainman, or note keeper; operates a variety of survey equipment; measures distance and establishes relative elevations; prepares related drawing from field notes.
- Conducts traffic studies; observes traffic patterns, uses radar equipment; records traffic counts and turning movements.
- Inspects material and workmanship on public works projects and assesses conformance with plans and specifications.
- Responds to inquiries and provides information regarding property descriptions and location and utility locations.
- Prepares, plans and specifications for a variety of capital improvement projects
- Processes encroachment permits; accepts permit applications and related submittals; reviews, comments, and/or approves permit submittal and recommend permit approval by the Director; answers general encroachment permit questions.
- Responds to a variety of complaints and inquiries from the general public.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

Associate's Degree AND four years of experience in construction management and planning, drafting, or engineering is required. A Bachelor's degree in Civil Engineering is highly desirable and may be substituted for the four years of experience.

**Knowledge of:**

- City policies and procedures.
- Fundamental engineering computations, methods, practices, and techniques used in mapping.
- Fundamental survey methods, practices, and techniques.
- Customer service and public relations methods and practices.
- Record keeping and file maintenance principles and procedures.

**Skill in:**

- Interpreting and applying state and federal statutes, codes, rules, and regulations.
- Analyzing data and information to draw logical conclusions.
- Computing mathematical engineering calculations.
- Reading, interpreting, and applying field notes to perform drafting assignments.
- Working effectively with others to develop solutions for problems.
- Collecting and analyzing data, and making appropriate recommendations.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License is required. Additional technical certifications are preferred and may be required.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment, and in internal and external environments throughout the City, with possibility of exposure to hazardous materials.