

CITY OF LINCOLN ASSISTANT ENGINEER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs professional and technical engineering work in the office and in the field in the design, investigation, inspection, maintenance and construction of street, storm, sewer, parks, airports, buildings, and other projects; maintains appropriate work records; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Assistant Engineer** is the entry level class in the professional civil engineering series and is responsible for performing the professional engineering work not requiring registration as a Civil Engineer. This classification is distinguished from the next higher classification of Associate Civil Engineer in that the latter performs the more complex and difficult assignments within the division.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Public Works/City Engineer or Senior Civil Engineer.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs professional engineering work not requiring registration as a Civil Engineer.
- On a continuous basis, 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 situations and technical policies and procedures.
- Explain regulations and procedures to consultants, contractors, developers, the general public, and representatives of other public agencies and other City staff.
- Prepare and check engineering plans and specifications.
- Prepare and check engineering reports and studies.
- Understand City engineering policies and procedures.
- Understand applicable laws and regulatory codes applicable to areas of assigned responsibility, including design, construction, land development, transportation and traffic planning, surveying and

mapping, solid waste and landfill operations, storm control and flood control engineering.

- Prepare accurate cost estimates and/or budgets, project schedules, and personnel resources needed for project completion/program accomplishment.
- Prepare effective technical reports with recommendations and finds.
- Aids in coordinating capital improvement projects with contractors, utility companies and other departments and agencies; in the predevelopment project review process; develops and recommends conditions of approval for projects and conditions for development agreements; aids in plan check services for developers and contractors to ensure compliance with city improvement standards; processes lot line adjustments, ROW abandonments, easement and grant deed dedications.
- Prepares and provides complex engineering reports, correspondence, staff reports, ordinances, and resolutions to the City Manager, City Council, committees, City departments, outside agencies and the public; develops and reports statistics; coordinates storm water and groundwater monitoring and reporting; prepares long range storm water master plans; oversees and performs design and maintenance of geographic information systems; reviews and comments on environmental impact reports and traffic studies; makes oral presentations and participates in organizational and community group meetings; responds to questions and inquiries, and investigates complaints concerning engineering problems.
- Aids in overseeing the design and development of public works and utility structures and the preparation of project specifications; aids in reviewing plans submitted by consultants and developers to ensure conformity with established standards and regulations.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work also requires the incumbent to climb ladders and drive motorized vehicles.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, abilities and skills necessary for an **Assistant Civil Engineer**. A typical way of obtaining the required qualifications is to

possess the equivalent of three years of increasingly responsible Civil Engineering experience, and a bachelor's degree from an accredited college or university with major coursework in civil engineering or a related field.

License/Certificate:

Possession of a valid Engineer-in-Training (EIT) certificate and possession of or ability to obtain a valid Class C California driver's license.

KNOWLEDGE, SKILLS AND ABILITIES: *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

Knowledge of:

Basic principles of mathematics; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Skill to:

Operate an office computer and a variety of word processing, engineering and graphic information software applications; safely and effectively operate engineering tools and equipment.

Ability to:

Assist with the full range of professional civil engineering tasks; read, interpret and record data accurately; interpret and apply applicable laws, codes and regulations; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Salary Range: Refer to Professional/Administrative Salary Schedule

FLSA: Nonexempt

Employee Group: Professional/Administrative, Local 39