



## JOB DESCRIPTION

### Assistant Engineer I

**Date Prepared:** November, 2016

**SUMMARY:** Under general supervision, assists in various engineering activities ranging from plan preparation and review to contract administration; 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:*

- Prepare plans, specification, and cost estimates of various capital improvement projects (CIP).
- Obtain all required permits and approvals from appropriate agencies regarding project construction.
- Assist in project advertisements and bid selections.
- Conduct map and infrastructure improvement plan review.
- Review parcels and final maps.
- Ensure all security, surety for all public improvements are in place.
- Ensure all required and necessary documents, various agreements, easements, vacations, access, and dedications are executed and properly documented.
- Review and check title reports and enclosed documents.
- Estimate costs of construction materials.
- Check various assessment fee district maps and diagrams.
- Prepare plats, collect and/or measure survey data, and create parcel maps.
- Perform project management.
- Coordinate activities with other City departments or external agencies.
- Calculate project quantities.
- Prepare project cost estimates and specifications.
- Administer construction contracts.
- Provide engineering support during project construction.
- Process contract change orders and design revisions.
- Review permits.
- Research the current storm water management plan to ensure standards adherence.
- Respond to questions and inquiries from various individuals, groups, organizations or companies regarding a wide range of engineering topics and issues.
- Create and update various drawings and maps of utilities.
- Attend various internal and external meetings regarding engineering topics or issues.

## **MINIMUM QUALIFICATIONS:**

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

Bachelor's degree in Civil Engineering or a closely related field from an accredited college or university AND one year professional municipal engineering experience; OR an equivalent combination of education, training, and experience.

### **Knowledge of:**

- City policies, procedures, and codes.
- Principles and practices of contract administration.
- Principles and practices of civil engineering design.
- Principles and practices of land surveying.
- Advanced engineering calculations.
- Automated engineering design practices and methods.
- Principles and practices of a municipal infrastructure.
- Pertinent state and federal laws.
- Principles and practices of project management.

### **Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal policies, laws and regulations.
- Conducting plan reviews.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, consultants, developers, contractors, external public and private agencies, title companies, utilities and the general public.
- Applying safe work practices.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class "C" driver's license upon hire and maintain throughout the length of employment with the City of Victorville.
- Engineer in Training or Land Surveyor in Training certification highly desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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Personnel Officer

\_\_\_\_\_  
Date