



JOB DESCRIPTION

Assistant Engineer II

Date Prepared: January, 2018

SUMMARY: Under limited supervision, oversees various engineering construction projects from inception to completion. Strong water experience is preferred; both for design and plan checking; 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:*

- Project management including planning, design, construction, and project closeout.
- 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 National Pollutant Discharge Elimination System (NPDES) permit.
- Research the current storm water management plan to ensure standards adherence.
- Conduct map and infrastructure improvement plan review.
- Review parcels and final maps.
- Ensure all security, surety for all public improvements are in place.
- Prepare staff reports for City Council or other meeting agenda items.
- Conduct plan checks of storm water pollution prevention plans, drainage studies, and water & sewer improvement plans.
- Resolve problems regarding field issues as part of construction or emergency projects.
- Design capital improvement program projects.
- Respond to questions and inquiries from various individuals, groups, organizations or companies regarding a wide range of engineering topics and issues.
- Provide direction to contractors or other external parties under contract with the City.
- Attend various internal and external meetings regarding engineering topics or issues.
- Minor drafting using Autocad (Release 17).

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 two years professional municipal engineering experience OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- City codes.
- City Standards for Public Works Construction.
- Principles and practices of contract administration.
- Principles and practices of civil engineering design.
- 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.
- Principles and practices of strategic planning.
- Civil Engineering water and sewer design.
- Public works contract 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.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Utilizing Autocad (Release 17).
- Civil Engineering water and sewer design.
- Civil plan checking.
- Establishing and maintaining cooperative working relationships with department heads, managers, supervisors, employees, consultants, contractors, external public and private agencies, businesses, 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 certification or Land Surveyor in Training.

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. Some exposure to hazardous chemicals. 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

Personnel Officer

Date