



21 City Hall
1515 Sixth Street
Coachella, CA 92236
Telephone: (760) 398-3502

~~DECEMBER-February 2016~~2022
NON-EXEMPT

FLSA:

ASSISTANT ENGINEER (UTILITIES)

DEFINITION

Under the general supervision of the ~~City Engineer~~Utilities Manager, ~~serves as an Engineer In Training~~ performing engineering work in several engineering disciplines for municipal projects.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ~~City Engineer~~Utilities Manager. Exercises no supervision of staff.

CLASS CHARACTERISTICS

The ~~Engineer in Training~~Assistant Engineer (Utilities) classification is designed to be filled by a candidate who has completed a Bachelor of Science degree, or equivalent, in the field of Civil Engineering, or related field, ~~and is in the process of securing a state certification as a Professional Engineer. This classification is designed to allow a candidate who meets the academic prerequisites the opportunity to be employed in a position supervised by a professional engineer. This will allow the EIT to meet the experience requirement to be eligible to take the State Professional Engineers examination.~~

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Performs entry level and intermediate engineering work under the direction of ~~a Professional Engineer (P.E.)~~the Utilities Manager.
2. Works independently or as a member of a team to coordinate, monitor, and review engineering projects. Assists in investigations. ~~Completes preparation of plans as an Engineer In Training (EIT) for an assigned area of responsibility as directed by the City Engineer.~~
3. Performs work as assigned for engineering projects such as capital improvement programs, sewer/water construction, landfill construction and engineering studies, and water/wastewater/~~stormwater management~~ projects.
4. Performs engineering design work for various municipal projects.
5. Provides assistance and direction to engineering support staff as needed to coordinate gathering of data and compilation of information necessary to complete project assignments.
6. Prepares reports including text and exhibits. Makes presentations, maintains accurate records, notes and other required documentation for assigned projects.
7. Ensures that assigned projects are completed within the guidelines and timetables established by local, state, and federal laws, regulations, standards, and/or policies.
8. Reviews plans submitted by consulting engineers related to water, sanitary sewer, drainage, and street design to ensure they meet the City's minimum design standards.

9. Attends meetings as needed or requested to address engineering issues related to assigned area of responsibility.
 10. Develops work orders for field crews as required by job duties. Monitors, assists with and verifies completion of the work as needed.
 11. Reads and interprets a variety of information such as plans and specifications, other construction documents, technical manuals, and testing information.
 12. Utilizes a variety of computer software applications such as spreadsheet, database, computer-aided design (CAD), ArcView, work processing and internet programs.
 13. Travels to a variety of project sites for assigned area of responsibility.
 14. Prepares and performs contract administration of utility projects. This includes preparing or coordinating with others to prepare bid documents, Council staff reports, and contract summaries, negotiations in changes of contract scope, monitoring design costs and overall project budget, resolution of claims, disputes and outstanding issues.
 15. Coordinates and negotiates project work with developers, contractors, public agencies, public utilities, local groups, cities and individual customers.
 16. Prepares or coordinates with other to complete reimbursement packages with state or federal agencies for various projects funded by grants.
 17. Participates in the preparation of capital improvement budgets, utility rate development and grant administration.
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QUALIFICATIONS

Knowledge of:

Principles, procedures, standards, and practices related to professional level engineering work with specialized knowledge in assigned area of responsibility; mathematics as it relates to complex engineering work and calculations; computerized software programs used for engineering applications; applicable standards, laws and regulations as they relate to assigned discipline.

Ability to:

Effectively perform engineering level work in assigned discipline; may direct assigned technical and/or administrative support staff; accurately design, analyze, understand, and interpret plans and specifications, construction drawings, and schematic diagrams; utilize sound independent judgment and make responsible decisions and recommendations; work effectively with only general direction and guidance; communicate effectively both verbally and in writing; utilize computer software applications; deal effectively and courteously with associates, customers, and the general public; prepare accurate and complete reports and records; effectively present reports, information, and recommendations; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

A bachelor's degree from an accredited college or university in Civil Engineering, or closely related engineering field providing appropriate engineering education related to the specialty area, and two (2) years of professional engineering experience. Registered as an Engineer-In-Training (EIT) in the State of California. Must have basic knowledge of principles, practices and procedures used in municipal utilities and/or public works. Previous work with a public agency is highly desirable

Licenses and Certifications:

A valid certificate as an Engineer-In-Training issued by the California State Board for Professional Engineers. A valid California class C driver's license with satisfactory driving record and automobile insurance is also required.

PHYSICAL DEMANDS

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes, and pulls up to 25 pounds. Works both inside and out doors, must have the physical ability to inspect work on construction sites, and the ability to climb or descend stairs or ladders as needed to inspect the physical conditions of facilities or work sites. Must have ability to operate a computer keyboard and mouse.

ENVIRONMENTAL ELEMENTS

Employee will primarily work indoors with heating and cooling regulated in a general office environment, however, will be exposed to extreme weather conditions when conducting on-site field work or inspections for various engineering projects. Subject to safety hazards from working in and around traffic or excavation areas, dust and pollen from construction sites, cramped spaces and poor lighting from underground structures, and possible exposure to disease when working around solid waste reduction and disposal and sanitary sewers.