



City of Woodland

**ENGINEERING ASSISTANT /
SENIOR ENGINEERING ASSISTANT**

DEFINITION

To perform complex paraprofessional technical duties and support work involving current and planned development and public works projects and programs. Branches of assignment include Capital Program Execution, Development Services, Traffic/ Transportation Engineering or Utilities Infrastructure Engineering.

SUPERVISION RECEIVED AND EXERCISED

Engineering Assistant: This is the journey-level class in this paraprofessional engineering series. Positions at this level are distinguished from the Senior Engineering Assistant level by the performance of less than the full range of highly responsible duties than those assigned to the senior-level class within this series. General supervision is typically provided by higher-level, professional engineering staff as designated the Senior Civil Engineer over the branch of assignment.

Senior Engineering Assistant: This is the advanced or senior-level class in this paraprofessional engineering series. It is distinguished from the Engineering Assistant level by the performance of the full range of duties as assigned under minimal instruction or assistance. Incumbents assigned to this class are expected to perform highly responsible and difficult types of paraprofessional engineering support in the office and field. Senior Engineering Assistants may also be expected to supervise staff and assist in staff training. General direction is typically provided by the Senior Civil Engineer over the branch of assignment or his/her designee.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed within the job series, but are not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Supervises, coordinates and/or performs paraprofessional engineering work in the design and construction of street improvements, sidewalks, water and sewage facilities, storm drainage structures, and other public work. Reviews plans, maps, specifications, cost estimates, and other work to ensure the proper inclusion of necessary public works and to verify accuracy, presentation, and conformance with established City standards and engineering practice. Check legal maps, parcel maps, tract maps, lot line adjustments, and easement deeds for accuracy, completion, and legal conformance; determine and collect fees and bonds as required by conditions of approval; prepare legal descriptions for public rights of way, easements, dedications, annexations and re-zonings. Confers with engineers, contractors and developers in relation to public works projects and subdivision plans and recommends changes or modifications as necessary. Conducts or assists in the preliminary study of engineering projects and prepares and/or supports the preparation of plans for public streets, water, sewer and storm improvements and other public projects. Prepares reports and applications for State and Federal funding. Prepares plans and legal descriptions for right-of-way acquisition. Performs field inspections of public infrastructure construction (grading, street improvements, water, sewer and storm drain) for private development and C.I.P. to ensure the public works are in conformance with City policies and standards and City approved plans and specifications; may perform or oversee materials testing, survey work and calculations. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Ensures proper, timely inspection and completion of assigned construction projects; identifies potential construction scheduling problems; inspects projects to verify contractor performance and to support contractor payment estimates; enforce construction safety procedures; investigate complaints related to public works projects. Prepares preliminary drawings for public works projects, tabulates field data, design improvement plans, specifications, contracts, and other documents; updates various City maps. Maintains files and performs record-keeping concerning parcel maps and private improvements or construction records. Prepares written staff reports for departmental use and/or presents them to the City Council and City Commissions. Provides technical information, assistance and support to personnel in other departments and to the public. Responds and works to resolve internal and external customer complaints, questions and concerns. Assists in preparation of long-range capital improvement programs and budgets. Makes calculations for surveying and other construction work. Supervises, trains and evaluates assigned staff. Performs related duties as assigned.

QUALIFICATIONS

Engineering Assistant:

Knowledge: Federal, state, city and county laws, codes and ordinances relating to public works construction. Principles and practices, methods and materials of public works engineering, design, construction, inspection, operations and maintenance. Plan checking and review techniques. Engineering field and office procedures. Engineering mathematics, information technology, drawing, drafting, surveying, and uses of other instruments and tools of the profession.

Skill to: Understand, interpret, apply and comply with City Ordinances and Public Works Department policies. Read and interpret plans and specifications and conduct inspections for various public works projects for determining compliance. Prepare and check engineering plans, studies and reports. Draft plans and specifications to go out to bid on public works projects. Perform a variety of sub-professional mathematical design and engineering computations. Communicate effectively, both orally and in writing. Understand and follow oral and written directions. Establish and maintain effective work relationships.

Minimum Education and Experience:

Education: High School Diploma supplemented with additional college level coursework in civil engineering, construction technology, land development, project management or a closely related field from an accredited college. Associate's Degree in a related field is highly desirable.

Experience: Two years of experience performing duties comparable to those of a City of Woodland Engineering Technician III.

License or Certificate: Required upon hire, possession of a valid California Class C Drivers License. Specialty certificate from an accredited college or university in an area related to water, sewer, or storm utility infrastructure program management, capital project design or construction management, traffic and transportation engineering, or development services

Senior Engineering Assistant:

In addition to the above qualifications for Engineering Assistant:

Knowledge: As it pertains to the branch of assignment, advanced practices and procedures for checking, reviewing and preparing designs, plans, maps, specifications, estimates, reports and studies related to public works. Practices and procedures for consultant or construction contract administration. Recent advancements, current literature, and sources of information regarding development, public works and/or civil engineering. Municipal operations as they relate to other City departments and divisions. Principles and practices of budgeting, supervision and training.

Skill to: Use a variety of engineering tools, equipment and information from data

collection, materials testing or drafting. Communicate persuasively, clearly and concisely, both orally and in writing, publicly and individually. Supervise, train and evaluate assigned staff.

Experience:

One year of increasingly responsible work experience comparable to an Engineering Assistant with the City of Woodland.

License or Certificate: Possession of an Engineer in Training (EIT), Project Management Professional (PMP) or Licensed Surveyor in Training (LSIT) Certification is highly desirable.

Council Action: January 10, 2006