



# CITY OF BANNING, CALIFORNIA

## Assistant Civil Engineer

Job Code: 4325

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general supervision, performs a variety of professional engineering field and office work which may include basic design, specification and inspection of construction projects for sewers, streets, structures, parks and related public works projects; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** This is the first working level in the professional engineering series.

Incumbents perform a variety of routines to moderately difficult engineering work and exercise a degree of independent judgment. This class is distinguished from Associate Engineer which performs the more complex engineering work and may function as a project leader with supervisory responsibilities, whereas this class may have only limited lead responsibility over professional or technical staff.

Designs and prepares drawings and engineering specifications for public works construction projects, including water, wastewater, drainage, traffic and street projects; reviews plans and specifications submitted by developers and contractors for conformance with City requirements; make general engineering and plan checking calculations for public works projects; prepares quantity and cost estimates for construction projects; checks field data and survey party notes and assists in transferring data to maps and other required records; reviews and writes legal descriptions for properties; reviews plans submitted by developers, contractors or the public and issues required permits; acts as project engineer on limited design and construction contracts, including preparing progress reports and recommending progress payments and change orders, as necessary; makes the more complex construction inspections on site to confirm contractual compliance to engineering and construction standards; performs field surveying duties as required; performs studies related to traffic engineering activities, including making traffic counts and maintaining collision records; reviews plans and applications for conformance to applicable codes, regulations and ordinances; assists in the training and direction of entry-level professional and technical support staff assigned.

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### **KNOWLEDGE and SKILLS:**

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of bookkeeping and/or accounting principles.
- Knowledge of research methods and procedures.
- Knowledge of engineering principles and methods.
- Knowledge of trends and practices in public improvement projects.
  
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software applications.

**MINIMUM QUALIFICATIONS:** Equivalent to graduation from a four-year college or university with major coursework in engineering and one year of professional engineering experience. Possession of a valid California certificate as an Engineer-in-Training may be substituted for the degree requirement, provided there are two years of professional engineering experience.

**ADDITIONAL REQUIREMENTS:** Must have at the time of application and must maintain a California driver license. May occasionally be exposed to extreme weather conditions, potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery. May be required to work outside the traditional work schedule. May be subject to call out and/or call-back.