



# CITY OF BANNING, CALIFORNIA

## Engineering Services Assistant

Job Code: 4340

FLSA

Exempt

Non-Exempt

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**JOB DEFINITION:** Under general supervision, performs a variety of duties associated with providing customer service relating to the delivery of engineering and public works services.

**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:** Assists the public at the engineering counter. Receives and logs engineering plans, traffic plans, easement documents, development applications and related documents. Conducts preliminary plans review to ensure compliance with appropriate standards and regulations. Tracks and monitors status of submitted plans and coordinates the flow of plans and applications with engineers and outside consultants. Issues permits as approved including rough and precise grading, construction inspection and encroachment.

Calculates fees for permits. Processes payments and issues receipts. Inputs application and payment data into computer. Maintains development deposit accounts. Maintains official maps, drawings and master plans. Compiles traffic count data and radar survey for various areas of the City.

Researches and references material for public and staff use. Provides responsible staff assistance to professional engineering staff on special projects as assigned. Prepares graphic displays for meetings and presentations.

Performs other duties as assigned or required.

### 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 file and records management principles.
- Knowledge of customer service techniques and concepts.
- Knowledge of basic mathematical computations.
  
- 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 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:** A high school diploma or GED **AND** two (2) years of customer service and plans review experience.

**ADDITIONAL REQUIREMENTS:** None.

