CITY OF FOLSOM

ASSISTANT CIVIL ENGINEER

DEFINITION

Under general supervision, perform and participate in professional and technical civil engineering duties that may involve both general civil engineering work and/or design/construction of public projects for public works, community development, or utilities department.

DISTINGUISHING CHARATERISTICS

The Assistant Civil Engineer is the entry level in the Civil Engineer series. As experience is gained, duties become more diversified and are performed under more general supervision. This class is distinguished from the Associate Civil Engineer in that the latter serves as the journey level in the series and possesses a valid Certificate of Registration as a Civil Engineer in the State of California.

EXAMPLES OF ESSENTIAL DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Assist and perform professional engineering work related to civil engineering, including planning, designing, and implementing measures specific to the City's Capital Improvement Program.
- Assist and perform work in the review and process of plans and maps for private development projects.
- Assist and perform check plans for accuracy, suitability, and completeness.
- Assist and perform the review of specifications for composition and accuracy.
- Assist and perform the preparation of preliminary and final cost estimates.
- Assist and perform the administration of contracts with outside consultants as appropriate.
- Attend various board, commission, and committee meetings.
- May confer with contractors, consulting engineers, and members of the public as required.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- General principles and practices of civil engineering.
- Basic modern methods and techniques used in the design, construction, and surveying of projects.
- Engineering concepts.
- General practices applied to plans and specifications.
- Applicable laws and regulatory codes relevant to design and construction in the area of assignment.
- Recent developments, current literature, and sources of information regarding civil engineering.
- Common word processing, spreadsheet, and database software.

Ability to:

- Assist and participate in the preparation of complex engineering computations.
- Assist and participate with the administration of contracts.
- Prepare specifications and write technical reports.
- Plan, coordinate, and prioritize assigned work.
- Establish and maintain effective working relationships.
- Effectively communicate verbally and in writing.

Minimum Qualifications:

Education:

A bachelor's degree in civil engineering from an accredited college or university.

License, Certificate, Registration Requirements:

Possession of, or the ability to obtain and retain a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

Work is performed in a typical office/field environment. (1) Mobility: frequent use of a keyboard; frequent sitting, standing, and walking; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motions; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and co-worker contact; occasional working alone. (7) Environmental: frequent exposure to noise; occasionally workings outside in the summer and winter; work occasionally on rough, uneven, and slippery surfaces;

occasionally work around machinery with moving parts or stationery equipment; occasionally work below ground and in confined spaces.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code
Bargaining Unit: