



CITY OF CHINO

Assistant Engineer/ Assistant Civil Engineer

Definition:

Under limited supervision, performs field and office engineering work involved in the planning, design, construction, operation and maintenance of public works facilities; and does related work as assigned.

Class Characteristics:

The Assistant Engineer/Assistant Civil Engineer position is characterized by its responsibility for the performance of professional engineering work of average difficulty. It differs from the Associate Engineer/Associate Civil engineer class by the latter's responsibility for independent engineering analysis and project management responsibilities.

Essential Functions:

All Assignments

- Perform a variety of professional engineering work; prepare plans and design public works projects according to general guidelines, objectives, and specifications.
- Review subdivision improvement plans, parcel and tract maps, road and grading plans, related maps, specifications, and other information for accuracy and format; may review plans for conformance to established engineering practices, and compliance with federal, state, county, and local laws, ordinances, and regulations.
- Act as liaison to contractor's representatives in coordinating contract projects; monitors project construction activity.
- Prepare and submit specifications and cost estimates for public works and other projects; may compile data and prepare reports; may draft ordinances according to general instruction.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Land Development

- Conduct inspections of municipal works projects, such as roads, subdivisions, and grading; may direct and coordinate the work of inspection personnel.
- Prepare change orders as necessary to recommend alteration of plans and specifications.
- Participate in field surveys as party member or crew chief; operate a variety of survey equipment.

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- May review and evaluate reports of soils and materials tests and related information to assess conformance with project plans and specifications.
- Respond to inquiries and provide technical assistance to developers, contractors, and the public; may advise regarding street improvements or construction methods.

Water and Environmental

- Conduct inspections of municipal works projects, such as water, sewer and storm drains.
- May prepare, review, and evaluate technical and financial reports.
- Conduct inspections of new construction and existing developments for compliance with environmental regulations.
- Make recommendations on various projects to other City departments concerning environmental issues; prepare and present City Council reports, testimony at public hearings, and other public information items.
- Evaluate and recommend methods to control or treat water and wastewater contamination; evaluate feasible alternative treatment methods to comply with water and wastewater regulations; plan, estimate costs and conduct studies related to water and wastewater quality control; research and recommend uses for non-potable water.
- Implement and enforce federally regulated Pretreatment Program and Non-point Source Regulations; implement new regulations relating to Safe Drinking Water Regulations, Non-point Source, RCRA, and Title 22 regulations.
- Maintain records for Industrial User Discharge Permits, inspections, sampling and enforcement actions; prepare reports for local, state, and federal regulatory agencies.
- Act as liaison to public agencies on water and environmental subjects; conduct public education activities related to water and environmental subjects.
- Respond to inquiries and provide technical assistance to developers, contractors, and the public; may advise regarding improvements, construction methods, water policy, and environmental compliance.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

All Assignments

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in civil engineering or a related field.

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Experience:

- One year of progressively responsible work in the field of civil engineering or a related field.

All Assignments

Considerable knowledge of:

- Engineering principles and practices as applied to public works.
- Methods and techniques utilized in the preparation of public works projects, designs and related plans, specifications, and cost estimates.
- Related federal and state laws, ordinances, and regulations.

Ability to:

- Perform professional engineering work, including project design.
- Conduct public works construction inspections and evaluate construction relative to approved plans and specifications.
- Analyze and respond to unusual situations through application of management principles and practices.
- Use good judgment and make sound decisions.
- Coordinate the work of others involved in related activities.
- Prepare and present reports.
- Maintain accurate records.
- Interpret and apply related laws, ordinances, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Analyze data and information and draw logical conclusions.
- Understand and follow verbal and written directions.
- Operate a computer and utilize a variety of software programs.
- Interpret and apply rules, regulations, legislation, and policies.
- Establish and maintain cooperative working relationships.

Land Development

Working knowledge of:

- Principles, methods, materials, and equipment utilized in surveying and construction.

Water and Environmental

Working knowledge of:

- Principles, methods, materials, and equipment utilized in construction of water facilities (e.g., pipelines, wells, pumps, etc.).
- Regulations governing the Federal Pretreatment Program, RCRA, Title 22, Non-point Source, Pollution Prevention, Clean Water Act, and Safe Drinking Water Act, including implementation procedures of related regulations and their effects on the City

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All Assignments

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Possess an Engineer-in-Training certificate from the California State Board of Registration for Professional Engineers (desirable).
- For Assistant Civil Engineer: California Professional Civil Engineer's license (required).
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Water and Environmental

- Possess an Environmental Compliance Inspector certificate from the California Water Environment Association (highly desirable).
- Possess a valid Water Distribution or Water Treatment certificate from the California State Water Resources Central Board (desirable).

Physical Profile:

Category I; 3, 4, 5, 6, 7, 8, 12, 18, 19, 20.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 1/20/2016

Replacing Assistant Engineer/Assistant Civil Engineer classification specification dated 10/16/2006.

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