



Department: Public Works
FLSA Status: Exempt
Prepared By: Will Bond, City Engineer
Prepared Date: September 3, 2025

JOB TITLE: ASSISTANT ENGINEER

JOB SUMMARY:

Under direction of a registered civil engineer, perform municipal engineering work, both in the office and in the field, including of design, construction administration and inspection of capital projects, assisting with the preparation of public works conditions for development projects, use permits, and subdivisions, and engineering review of grading and improvement plans and drainage, traffic, and other technical studies associated with development.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from that of the Associate Civil Engineer in that this classification requires fewer years of experience and does not require registration as a professional engineer by the State. Incumbents in this class may be advanced to the Associate Civil Engineer classification upon meeting the requirements of that classification, and upon the recommendation of the Public Works and/or City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

UNDER SUPERVISION:

- Use AutoCAD Civil 3D to prepare complex engineering drawings for Public Works capital and maintenance construction projects involving water, wastewater, streets, storm drains, parks, facilities, and other related projects; prepare maps, plans, descriptions, exhibits, record maps, or survey plats.
- Use Microsoft Office software components to prepare complex engineering specifications and cost/time estimates for Public Works capital and maintenance construction projects involving water, wastewater, streets, storm drains, parks, facilities, and other related projects.
- Assist with the administration construction projects, conduct field inspections, and prepare written records to verify and ensure contract compliance.
- Assist with the preparation of Requests for Proposals / Requests for Qualifications to obtain consultant professional services; assist in the selection of consultants; prepare and administer consultant contracts using City-standard forms and documentation for engineering-related professional services contracts.
- Ensure compliance of project documentation with specific funding agency requirements (City general and utility funds, FHWA/Caltrans funds, Community Development Block Grants, etc.)
- Review development, grading, encroachment permit, and improvement plans and specifications received from developers and consultants to assure plans and specifications are in compliance with applicable City and regulatory standards and codes; prepare Public Works conditions for projects, use permits, and subdivisions.

- Prepare and assist in the preparation of technical and administrative reports and studies for City Council and/or Planning Commission public presentation.
- Interact with other City departments and outside agencies.
- Provide technical assistance to Public Works department as required.
- Participate in Engineering, Public Works, and capital improvement budget preparation and monitoring.
- Perform related duties, as required.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

- Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a Bachelor's Degree in Civil Engineering from an accredited college, university, or equivalent.
- Two (2) or more years of relevant experience in the field of Civil Engineering.
- Principles and practices of civil engineering methods, materials, and techniques used in civil engineering; construction, state, local regulations and codes regarding land development; construction documents and detailed maps and plans
- Basic knowledge of general underground utility construction, maintenance and repair techniques and procedures.
- Basic knowledge of the general operation of water and wastewater utility systems.
- Basic knowledge of all appropriate City, State and OSHA standards, policies and regulations and safe work practices related to utility maintenance and repair work in all types of work zones.
- To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skills and/or ability required.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Two (2) or more years of progressively responsible, relevant experience in the field of Civil Engineering.
- In-depth knowledge of general underground utility, maintenance and repair techniques and procedures.
- In-depth knowledge of the general operation of water and wastewater utility systems.
- Possess the ability to:
- Interact and communicate effectively with the public, City Council and other City employees, both orally and in writing.
- With supervision, perform complex civil engineering work involving major public works projects from design through construction completion.
- Make complex engineering computations, with oversight.
- With supervision, perform technical research and prepare detailed engineering studies and reports.
- Provide reliable advice on engineering problems.
- Establish and maintain effective working relationships.
- Participate in long-range planning for utility systems.
- Organize and maintain files, documents and records.
- Monitor and control budgets.
- Read, understand, and implement construction drawings, specifications, and schematics.
- Develop, recommend, interpret and explain department policies and procedures.

- Understand municipal laws and regulations regarding customer's use of utility services of the City.
- Perform math calculations quickly and accurately.
- Understand and follow oral and written instructions.
- Possess the basic knowledge of Civil Engineering principles and practices as related to water, wastewater, streets, storm drains, parks, facilities, and other related projects.
- Methods, materials, and techniques used in the construction of public works projects.
- City engineering policies and procedures.
- Applicable laws and regulatory codes relevant to design and construction of public works and land development projects.
- City's RWQCB Municipal Separate Storm Sewer System (MS4) permit and permit compliance requirements (registration as a Qualified SWPPP Developer is desirable).
- Personal and jobsite safety principles and procedures.
- City policies, goals and objectives with respect to public works projects
- Principles, standards and practices of utility operations.
- Labor and prevailing wage laws.
- Caltrans Standard Specifications.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

Assistant Engineer:

- Valid California Class A driver's license.
- Completion of the Fundamentals of Engineering (FE) exam is desirable.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand and walk. The employee is frequently required to talk or hear. The employee is occasionally required to climb or balance and perform work which involves lifting, pushing and/or pulling of objects which could be approximately 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to inside and/or outside weather conditions. The employee is occasionally exposed to wet and/or unsanitary conditions. The noise level in the work environment is usually moderate. Frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.