

CITY OF HEMET

ASSISTANT CIVIL ENGINEER/  
ASSOCIATE CIVIL ENGINEER

DEFINITION

Under general supervision, performs a variety of professional civil engineering field and office work which may include planning, design and specification of various public works construction projects; and performs related work as assigned.

CLASS CHARACTERISTICS

Assistant Civil Engineer is the entry level class in this series. Initially under close supervision, incumbents perform a variety of professional civil engineering assignments. With experience, the work becomes progressively more diversified and difficult and requires increasing independence of judgment. This class is alternately staffed with Associate Civil Engineer, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications for the higher level class.

Associate Civil Engineer is the journey level class in this series. Incumbents perform a variety of routine to difficult engineering work and exercise a greater latitude of independent judgement. This class is distinguished from City Engineer which has overall management responsibility for City engineering functions.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Designs and prepares drawings and engineering specifications for street, sanitary sewer, storm sewer, sidewalks, street lights, traffic mitigation and other public works construction projects.
2. Makes general engineering and plan checking calculations for public works projects.
3. Prepares quantity and cost estimates for construction projects.
4. Checks field data and survey party notes and assists in transferring data to maps and other required records.
5. Reviews and writes legal descriptions for properties.
6. Reviews plans submitted by developers, contractors or the public for conformance with City requirements and issues required permits.

EXAMPLES OF DUTIES (Continued)

7. Acts as project engineer on limited design contracts, including preparing progress reports and recommending progress payments and change orders, as necessary.
8. May perform field surveying duties as required.
9. Performs studies related to traffic engineering activities, including making traffic counts and maintaining collision records
10. Performs design work on structures, storm sewer replacement projects, street improvement and repair projects, parks and recreational facility projects.
11. Reviews plans and applications for conformance to applicable codes, regulations, and ordinances.
12. Assists in the training and direction of entry-level professional and technical support staff as assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include:

Assistant Civil Engineer: Equivalent to graduation from a four year college or university with major coursework in civil engineering. Possession of a valid California certificate as an Engineer-in-Training.

Associate Civil Engineer: In addition to the above, two years of professional civil engineering experience in planning and design at a level equivalent to the City's Assistant Civil Engineer class.

Knowledge, Skills, and Abilities (Note: The level and scope of the knowledges and skills listed below are related to the job duties and defined under Class Characteristics.

Knowledge principles and practices of civil engineering, including engineering design and construction; engineering mathematics; construction materials, methods, and equipment; microcomputer engineering applications; applicable codes, regulations, standards relating to public works engineering; and safety practices pertaining to the work. Ability to perform detailed analysis of designs, specifications, and plans; apply engineering principles and techniques to evaluate and solve

simple to difficult civil engineering problems; exercise sound, independent judgment within established procedural guidelines; deal tactfully and effectively with the public, City staff, other agencies, engineering firms, contractors, developers, manufactures, and others; prepare clear, concise, and accurate reports and correspondence; and perform standard civil engineering design work.

Special Requirements

Possession of a valid California Registration as professional Civil Engineer is required at the Associate Civil Engineer level. Possession of or ability to obtain an appropriate California driver's license and a satisfactory driving record.