



Class Code: 04-2213
FLSA: Exempt
EEO: 02
Bargaining Unit: 04
Revised:

ASSISTANT ENGINEER, SENIOR

DEFINITION

Under general direction, performs a variety of difficult and complex professional office and field engineering work; prepares plans, designs, and specifications for a variety of Department of Public Works projects; reviews work prepared by outside consultants; performs project management and contract administration for multiple projects; prepares engineering reports; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional engineering series. Incumbents perform a wide scope of professional office and field engineering work. Incumbents may also provide project planning and coordination for paraprofessional and technical staff.

This class is distinguished from Assistant Engineer II by performing a broader range of work on more complex projects that require more engineering experience, the ability to work more independently, and a higher level of expertise. This class is distinguished from the Associate Civil Engineer in that the Associate Civil Engineer is required to be registered as a professional engineer.

A Assistant Engineer, Senior incumbent may reasonably expect promotion to an Associate Civil Engineer if they obtain registration as a Professional Engineer from the State of California.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from the assigned supervisor. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Designs, prepares, and evaluates preliminary and final plans and specifications for a variety of road, bridge, drainage system, flood control, and other Department of Public Works projects requiring professional engineering expertise.
- Performs a variety of project development and coordination assignments.
- Prepares requests for proposals for the selection of consulting engineers.
- Develops plans, and specifications and bid documents to solicit bids for construction projects.
- Reviews and approves work submitted by consulting engineers.
- Ensures that contractors meet proper standards, specification requirements, cost controls, and time requirements.
- Approves change orders and progress payments.
- Performs foundation and hydrology studies.
- Receives public inquiries regarding county engineering standards.
- Researches data and provides consultation to engineers and contractors.
- Collects, organizes, summarizes, and analyzes a variety of technical engineering data.
- Prepares grant proposals and administers grants.

- Performs engineering reviews of environmental impact reports.
- Prepares preliminary reports for tentative subdivision map conditions.
- Performs field surveys.
- Uses a computer to reduce survey data.
- Performs engineering calculations; prepares engineering cost estimates.
- Reviews laboratory reports and analyzes the quality and compliance of materials.
- Performs traffic studies.
- Develops and proposes solutions to complex engineering problems.
- Reviews applications and approves the issue of permits.
- Provides a variety of technical engineering advice to the public and other agencies.
- Uses GPS equipment to locate data features of interest and incorporates data into the GIS system.
- Provides lead direction, work coordination and training, as assigned.
- Coordinates the scheduling and completion of projects, determining operational priorities and resolving workload problems.
- Answers a variety of public inquiries regarding public works projects.
- Represents the Department of Public Works in meetings with contractors, engineers, developers, property owners, attorneys, and representatives of other public agencies.
- May serve as a resident engineer, performing contract administration, construction inspection, and project administration.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of the theory, principles, and practices of civil engineering and the application thereof to the design, preparation of engineering specifications, and construction of transportation facilities, including roads, bridges, drainage systems, and other facilities.
- Laws, rules, regulations, and policies affecting public works engineering.
- Surveying practices including topographical, right-of-way, and construction surveying.
- Construction methods, materials, and equipment.
- Proper inspection methods and procedures.
- Contract development and administration.
- Capital improvement planning.
- Principles of project development, coordination, and administration.
- Caltrans Highway Design Manual, Standard Specifications, and Standard Plans.
- Principles of lead direction, work coordination and training.
- Proper English spelling, grammar, and punctuation.
- Applicable business equipment and software applications.

Ability to:

- Plan, organize, and complete a variety of engineering projects.
- Provide lead direction, work coordination, and training, as assigned.
- Perform a wide scope of complex professional engineering work in the preparation of plans, designs, and specifications for transportation facility development, construction, and maintenance.
- Perform comprehensive engineering reviews of designs, plans, and specifications prepared by others.
- Prepare a variety of engineering reports.
- Gather, organize, analyze, and present a variety of technical engineering and statistical data.
- Perform construction project administration, ensuring compliance with plans, specifications, and contracts.

- Effectively represent the Department of Public Works in contacts with the public, other county staff, and other government agencies.
- Communicate effectively, both orally and in writing.
- Regularly work well under pressure, meeting critical deadlines.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, clients, and the public.

Licensing and Certifications:

Possession of, or ability to obtain, a valid California driver's license.

Education and Experience:

Bachelor's degree from an accredited four-year college or university with major coursework in civil engineering or a related field.

Four (4) years of increasingly responsible engineering experience in the planning, development, construction, and maintenance of public works facilities comparable to that of an Assistant Engineer II with the County of Lake.

Possession of a valid California certificate as an Engineer-In-Training is highly desirable.

Additional directly related experience and/or education may be substituted.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents generally work in a typical office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces; and heights more than five stories above ground level.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel, as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.