



CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ASSISTANT ENGINEER
Classification Specification
(Classified)

SUMMARY

Under direction, performs a variety of routine to moderately difficult professional-level engineering work in the review, design, construction, inspection and administration of land development, or capital improvement design and construction projects; and performs related duties as assigned. Assistant Engineer is distinguished from Civil Engineer, P.E. in that incumbents in the latter class are registered engineers, representing a greater level of professional training/experience, and the ability to seal plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Land Development Engineering Section Assignment:

1. Provides engineering support for land development projects in progress, including calculating and collecting fees and issuing permits and occupancy releases; attends pre-construction meetings; tracks construction process and milestones; maintains detailed project records and documentation; coordinates on-going work with developers, consultants, private engineers and contractors; prepares and submits staff reports on project progress to the Planning Commission, City Council, department heads and division managers.
2. Performs engineering plan reviews and plan checks to ensure developer/contractor compliance with federal, state and City requirements and regulations; evaluates and analyzes a variety of engineering reports, estimates and technical documentation relating to land development, including civil engineering plans, land title reports, conceptual designs of streets, sewers, storm drains, landscaping and street lighting, and hydrology, hydraulic, geotechnical soils and NPDES reports and grading plans.
3. Performs land documentation evaluations and reviews land survey work; reviews lot line adjustments, parcel mergers, certificates of compliance, records of survey, title reports, legal descriptions, dedications, vacations, reversions to acreage, easements and monumentation.
4. Recommends approval of final land development plans and prepares conditions of approval; participates in the City's development and environmental review committee.
5. Provides customer service and information on City land development policies and projects to external and internal City customers; manages and updates the City's Permits Plus system for Public Works; designs and maintains document archiving systems; updates fee schedules and other forms.

6. Reviews, verifies or corrects the development engineering work outputs of subordinate Engineering Assistant positions.

Capital Improvement Engineering Design Assignment

1. Participates in the engineering, planning and design of multiple, diverse capital improvement projects for the City's infrastructure including streets, sewers, storm drains and public facilities; conducts a wide range of studies and analyses involving civil, structural, hydraulic and traffic engineering; designs street replacements, sewer rehabilitations and other projects; prepares cost estimates and operating procedures; drafts material specifications.
2. Utilizes and oversees the work of consulting engineering firms utilized for design of capital improvement projects; drafts design agreements; reviews and evaluates consultants' design drawings and specifications for compliance with City standards; initiates and reviews change orders; consults with and advises construction inspectors regarding any problems with work in progress.
3. Prepares periodic capital project status reports; ensures the maintenance and updating of City maps and as-built drawings; prepares correspondence on technical engineering issues; coordinates the City's capital projects with utility companies and outside agencies; oversees Public Works' Pavement Management Analysis program.
4. In all assignments, reviews and implements the Sewer Master Plan and Comprehensive Storm Drain Plan in carrying out assigned responsibilities.

DESIRED MINIMUM QUALIFICATIONS

Knowledge and Abilities

Knowledge of:

1. Theory, principles and practices of civil and hydraulic engineering design, land development and engineering construction.
2. Principles of physics and mathematics applicable to engineering.
3. Principles, methods and techniques of project management and surveying, mechanics, stress analysis and soil analysis.
4. Modern techniques and equipment used in design and approval of various public works and land development projects.
5. Strength, properties and uses of construction materials.
6. Legal guidelines for public works engineering.
7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
8. Information technology and computer capabilities applicable to functional responsibilities.
9. Practices of sound business communication.

Ability to:

1. Review and prepare routine to difficult engineering plans, drawings, specifications and maps.

2. Prepare and evaluate project engineering studies.
3. Perform technical professional research and analyze engineering and mathematical problems, evaluating alternatives and recommending or adopting effective courses of action.
4. Apply engineering principles to the solution of difficult problems in the design and construction of public works projects.
5. Perform complex and accurate engineering calculations.
6. Understand, interpret, explain and apply federal, state and local laws, standards and regulations applicable to areas of responsibility.
7. Prepare and present proposals and recommendations clearly, logically and persuasively in public meetings.
8. Communicate clearly and effectively, both orally and in writing.
9. Exercise sound independent judgment within general policy guidelines.
10. Prepare clear and comprehensive technical correspondence, engineering reports/studies and other written materials.
11. Establish and maintain effective working relationships with City management, staff, City Council, developers, contractors, private engineers, consultants, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS:

Education, Training and Experience

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in civil engineering; and two (2) years of progressively responsible land development or capital construction project engineering experience; or an equivalent combination of training and experience.

Accreditation shall be by a national or regional accreditation body that is recognized by the secretary of the United States Department of Education.

Licenses; Certificates; Special Requirements

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

Current E.I.T. certification issued by the State of California.

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 class. 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 regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet. Employees may infrequently be required to work in outside conditions, around traffic and moving mechanical equipment, exposed to wet and/or humid conditions, where the noise level may be loud.