



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: CIVIL ENGINEERING ASSISTANT

EXAMPLES OF DUTIES:

- Under supervision, performs drafting, computing, research writing, checking and direction of field operations involving the gathering and compilation of field data for the layout and construction of streets, curbs, roads, sidewalks, subdivisions, utility installations, buildings, and other projects;
- Assists in the design of street improvements and underground structures principally in preparing plans, profiles, cross-sections, making quantity estimates, making horizontal and vertical alignment and curve computations and establishing tentative grades;
- Prepares and checks legal descriptions for deeds, easements and rights-of-way;
- Checks housing plans and structural designs for compliance with regulations; writes specifications and legal descriptions;
- Supervises draftsmen, makes special studies and prepares reports;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Graduation from an accredited four-year college or university with major work in civil or general engineering, or possession of a valid engineering-in-training certificate recognized by the California State Board of Registration for Civil and Professional Engineers.

Transcript of college records may be required.

A valid motor vehicle operator's license.

DESIRABLE QUALIFICATIONS:

A good knowledge of the principles of civil engineering; a good knowledge of engineering mathematics; a good knowledge of civil engineering practices and procedures; a good knowledge of the sources of engineering information; some knowledge of field survey and construction practices. The ability to follow written and oral directions, establish and maintain effective public relations, maintain cooperative relations with others and such other personality traits and abilities necessary for this position.

HISTORY:

Approval/Adoption Dates: 10/30/73