

TITLE: CIVIL ENGINEERING ASSISTANT

DEFINITION: Under general direction and supervision, coordinates various aspects of project delivery and assists in the administration of construction projects from preconstruction through construction and close out phases.

EXAMPLES OF DUTIES:

- Assists in the design and/or construction oversight of street improvements, utilities, and above-ground and underground utility features and structures and/or public works, harbor or airport improvements;
- Assists with the review of data and reports;
- Performs design drafting and calculations;
- Evaluates survey data, physical test data of soils and construction materials;
- Reviews construction boundaries and dimensions;
- Reviews construction specifications and legal descriptions for easement dedications and quitclaims;
- Prepares plans, specifications, estimates (PS&E) and project schedules;
- Provides technical assistance or coordination to staff and consultants;
- Researches and writes technical memos and reports;
- Assists in preparations and/or review of conceptual and environmental studies;
- Reviews plumbing plans, housing plans and structural designs for compliance with regulations;
- Investigates and responds to public inquiries and complaints;
- May assist in preparing grant applications;
- Drafts, computes, writes, reviews and directs field operations involving gathering and compiling 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;
- Reviews and responds to Requests for Clarification (RFC), Requests for Information (RFI), Change Order Proposal (COP) and Change Directives (CD) for quality assurance and merit;
- Prepares cost estimates and assists in negotiating a fair and reasonable cost for change orders submitted by contractors;
- Reviews and monitors applications for payment and ensures projects are delivered within approved timelines;
- Performs site walks to verify field conditions and develop progress or status reports;
- Maintains project files and logs that include correspondence, contractor invoices and progress statements, change orders as well as claims, and extra services;
- Coordinates progress meetings with contractors, project managers, and field staff; prepares agendas and records meeting minutes and follows up on action items;
- Acts as support staff in the collection of contract data and documentation to resolve changes and claims;
- Assists in project close-out activities and acquisition of technical documents, project records, including as-builts, drawings, test records and maintenance of manuals;
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles, best practices, procedures and methods of civil engineering;
- Knowledge of engineering mathematics;
- Knowledge of field survey and construction practices;

- Knowledge of English usage, grammar and punctuation;
- Ability to communicate effectively both verbally and in writing with employees, the public and members of various organizations and outside agencies;
- Ability to perform arithmetic calculations;
- Ability to read and understand technical drawings and specifications;
- Ability to collect, analyze, compile, and arrange technical, statistical, and related information;
- Ability to use computers and other electronic devices;
- Ability to work effectively with a wide variety of people including City personnel, state, and federal agencies, private organizations and businesses, contractors, members of the public, elected officials, by consistently exercising tact, initiative, prudence, and good judgment;
- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

MINIMUM QUALIFICATIONS:

Bachelor's Degree from an accredited college or university in Civil Engineering or a closely related field;

OR

Possess an Engineer-In-Training (E.I.T.) certificate recognized by the California State Board of Registration for Professional Engineers.

A valid driver's license must be submitted to the hiring department at the time of the selection.

HISTORY:

Approval/Adoption Dates: 10/30/73

Revisions: 05/12/2021

Civil Service Commission Approval: 05/12/2021