

ASSISTANT CIVIL ENGINEER

DEFINITION

Performs civil engineering design work and supervises technical personnel in the preparation of designs, plans, cost estimates, and specifications for civil engineering work.

TYPICAL DUTIES

Supervises and participates in the preparation of plot plans, profiles, tract maps, legal descriptions, calculations, easements, estimates, and plans and specifications for building and ground improvements, streets, storm drains, sanitary sewer systems, and lawn sprinkler systems.

Performs difficult design work and reviews work performed by subordinates.

Checks information on file and visits project sites to analyze conditions that influence civil engineering design projects.

Confers with school personnel, officials of public agencies, and contractors regarding civil engineering plans.

Prepares change orders pertaining to civil engineering projects and checks change orders prepared by subordinates.

Supervises personnel who make land, topographical, and construction surveys, in the absence of an Associate Civil Engineer.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Assistant Civil Engineer supervises and participates in the preparation of designs, plans, cost estimates and specifications for ground improvements, streets, storm drains, and sanitary sewer systems.

An Associate Civil Engineer supervises civil engineering design and field work performed by District employees and reviews the work of commissioned civil engineers on assigned projects.

A Civil Engineering Designer drafts the civil engineering phases of school building projects, assists in the design of larger projects, and designs smaller projects.

SUPERVISION

General supervision is received from an Associate Civil Engineer. Supervision is exercised over civil engineering technical and drafting personnel.

CLASS QUALIFICATIONS

Knowledge of:

Terminology, symbols, and sources of civil engineering design and drafting information
Applicable State and local building and grading codes and ordinances
Civil engineering principles and practices
Stress analysis, strength, and other physical properties of materials used in civil engineering construction
Methods and principles of land, topographical, and construction surveys

Ability to:

Prepare clear, concise reports and technical descriptions
Work effectively with public officials, commissioned architects and engineers, and District personnel
Supervise civil engineering personnel

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a major in civil engineering that included completion of at least one course in a recognized major computer-aided design software system,

or

Possession of an Engineer-in-Training Certificate issued by the State Board of Registration for Civil and Professional Engineers and successful completion of at least one course in a recognized major computer-aided design software system,

or

Two years of civil engineering design experience in addition to that required below that included the use of a recognized major computer-aided design software system.

Experience:

One year of civil engineering design work.

Special:

A valid California Driver License.
May require the use of an automobile.

SPECIAL NOTE

Exempt from FLSA.