



ENGINEERING ASSISTANT I

DEFINITION: Duties generally performed on the basis of established techniques and procedures, and problems can generally be solved on the basis of precedent or accepted practice. When independent judgment is exercised, it usually involves technical considerations in a confined field of activity. Responsibility for engineering design and computation is limited. Positions may be assigned the direction of certain phases of public works projects.

ESSENTIAL JOB DUTIES: To perform a variety of paraprofessional office and field engineering work in connection with the design, construction, and maintenance of County roads and structures; and perform related duties as assigned.

EXAMPLES OF DUTIES: Under direct supervision, performs design and prepares plans and specifications for construction, alteration and maintenance of public works projects such as buildings, roads, airports, utilities, and park facilities; performs computer-aided design and drafting; establishes and maintains standards for contract drawings; reviews finalized plans to ensure compliance with drafting standards; designs minor facilities or structures using accepted state or county standards; and prepares estimates; administers construction contracts, including inspections, payments, and records; writes and issues permits for construction, film production companies, special events, etc.; may prepare traffic studies, safety surveys, or speed surveys; prepares special maps; directs the work of Engineering Technicians and Engineering Aides; reviews maps, plans, and specifications for compliance with codes and accepted engineering practice; prepares documentation, correspondence, and reports; verifies right of way and prepares right of way records; and evaluates cost estimates.

EMPLOYMENT STANDARDS

Education/Experience: High school graduate or equivalent with four years of experience involving knowledge of field and office engineering activities. College-level training in civil engineering may be substituted for up to three years of the required experience.

Knowledge of: Principles and practices of civil engineering as applied to earthwork, paving, drainage, utilities, and closely related activities. Properties and uses of materials employed in road, drainage, paving, buildings, and closely related engineering construction.

Ability to: Prepare and review accurate maps, plans, specifications, cost estimates, quantity estimates, and comprehensive engineering reports; prepare clear, concise reports; analyze complex problems, evaluating alternatives and make sound recommendations; exercise sound independent judgment within general policy guidelines; direct the activities of less experienced technical persons; work cooperatively with those contacted in the course of work; ability to stand, sit, bend, squat, climb, kneel, twist, and lift and carry up to 50 pounds in the course of work.

Special Requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles.