



## **City of Laguna Niguel Job Description**

### **ASSISTANT ENGINEER**

Middle Management, Professional, and Supervisory Unit  
FLSA: Exempt

#### **DEFINITION**

Prepare engineering plans, specifications, and estimates for Capital Improvement Projects (CIP); compile and manage Department databases; prepare reports and studies as assigned; perform field work and inspections; perform plan checks for CIP and development projects; compile and manage Department databases; manage Department's GIS layers in the Citywide system; provide information requested by the public; set out and retrieve traffic counters and compile data collection results.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general guidance and direction from the Engineering Services Manager and/or designee.

Exercises general supervision over lower-level Public Works Department personnel.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Draft civil engineering plans for capital improvement projects; perform inspection of projects when necessary.
- ◆ Prepare reports and studies.
- ◆ Develop project specifications and cost estimates.
- ◆ Perform plan checks for CIP and development projects.
- ◆ Perform calculations, develop fees, and issue public works permits.
- ◆ Prepare graphical information, including maps, charts and graphs.
- ◆ Manage Department's infrastructure layers in Citywide Graphic Information System (GIS).
- ◆ Respond to public inquiries for service and information.
- ◆ Prepare and manage Department databases.
- ◆ Provide assistance to Department functions.
- ◆ Perform related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- ◆ Thorough knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting.
- ◆ Modern office methods, procedures, and computer equipment.

**Ability to:**

- ◆ Communicate effectively, both orally and in writing, with fellow employees, consultants, contractors, City officials, and the general public.
- ◆ Develop and manage databases using modern computer software.
- ◆ Develop and manage public works data bases on the Citywide GIS.
- ◆ Perform fieldwork including inspections and setting out and collecting traffic counters.

**Experience and Training:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Minimum of three years of previous civil engineering experience.

Graduation from a four-year college or university with a degree in Civil Engineering.

**Licenses:**

Possession of a valid California Driver's License and an acceptable driving record.

**PHYSICAL DEMANDS**

*The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various construction sites and setting out and collecting traffic counters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand and walk; use hand to finger, feel, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. The position requires periodic bending, stooping, reaching and lifting of objects weighing 50 pounds or less in order to file and retrieve documents and materials. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Must be physically capable of operating a motor vehicle and moving about on construction sites and under adverse field conditions.

**WORK ENVIRONMENT**

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

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet an/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quite to moderate.