

POSITION DESCRIPTION

Class Title: **Assistant Engineer**
Department: **Engineering**
Division: **Engineering**

Date: **1/10/18**
Grade Number: 5
Union: **Salary Position**

GENERAL PURPOSE

Work involves the skilled use of surveying and drafting instruments and equipment. It also involves the application of technical knowledge in the field when performing surveying or construction inspection duties. Work also entails project design and related engineering duties in the office.

SUPERVISION RECEIVED:

Works under the general supervision of the City Engineer.

SUPERVISION EXERCISED

Supervision is occasionally exercised over employees in lower level positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serves as instrument person in a survey party, prepares required notes and computations, runs line stakes, sets grade stakes, may serve as a survey chief on routine surveys or in a relief or temporary capacity.

Inspects construction of public improvement projects while underway to assure compliance with City plans and specifications, and after construction, checks on quantities of materials and manner in which they were used.

Compiles data for records on location of water valves, fire hydrants, services, mains, manholes and laterals.

Performs engineering and drafting assignments on CAD.

Prepares plans, maps, charts and graphs.

Operates engineering related office equipment such as all-in-one copier, computer and calculator.

Conducts special studies such as traffic counts and compiles data.

Keeps records and prepares reports of work performed as required.

Assists in performing general office and clerical work.

Performs related work as required.

PERIPHERAL DUTIES

Coordinates sidewalk inspection, maintenance and enforcement programs.

Issues addresses to homes and businesses.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Minimum Associates Degree in Civil Engineering; and
- (B) Two years' experience in surveying, drafting or construction inspection;
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Ability to research court house records of deeds, surveys, easements, etc.
- (B) Considerable knowledge of the instruments, equipment, material and techniques used in surveying, drafting or

construction inspection.

(C) Ability to provide limited supervision to lower level personnel engaged in surveying, drafting or construction inspection activities.

(D) Ability to read and interpret routine to moderately complex maps, plans, drawings and specifications.

(E) Ability to perceive physical and spatial relationships.

(F) Ability to conduct routine research, maintain records and prepare reports.

(G) Ability to establish and maintain effective working relationships with associates and other employees, contractors and their employees and the general public.

(H) Ability to communicate effectively both orally and in writing and to follow oral and written instructions.

(I) Skill in making accurate computations.

SPECIAL REQUIREMENTS

(A) Must possess a valid State of Ohio driver's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and AutoCAD; standard drafting tools; surveying equipment including level and GPS; motor vehicle; phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations 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 land use developments, construction sites or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations 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 and/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 quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Director of Administration