



JOB TITLE:	ASSISTANT CIVIL ENGINEER	DIVISION:	DISTRICT – ENGINEERING
REPORTS TO:	DIRECTING CIVIL ENGINEER	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	YES (Public Safety)
CLASSIFICATION:	REPRESENTED	LOCATION:	SAN FRANCISCO

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under direction, performs civil engineering work of average difficulty in the field and office. Duties may include acting as an Office Engineer or Assistant Resident Engineer for construction projects. This position performs work according to standard practice without continuous and direct control, with only special problems being referred to the supervisor for advice and decision. Responsibilities include explaining and carrying out engineering techniques and methods, making contacts with contractors and District departments on technical engineering design and construction problems and gathering, preparing and reviewing ordinary engineering data and reports. Performs related duties as required.

Essential Responsibilities

- Prepares, reviews and checks ordinary design calculations and computer analyses, plans, specifications and estimates for a variety of construction, repair and maintenance projects
- Inspects a variety of construction projects for conformance with contract plans and specifications
- Interprets plans and specifications
- Inspects materials and judge work quality for conformance with contract; check safety aspects of projects in order to protect the property and insure public safety
- Maintains records of work in progress of contractors
- Collects material samples for laboratory analysis
- Prepares and assembles construction bid documents; make cost estimates for ordinary construction projects
- Knows and follows the safety and health rules and safe working practices applicable to his or her job.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required



Required Knowledge, Skills and Abilities

Working knowledge of:

- CPM scheduling
- Theories and practices of civil engineering, including construction, design and surveying
- Construction program implementation and contract change order documentation
- Strength, properties and use of construction materials and methods
- Operation, care and adjustment of drafting and surveying instruments
- Environmental regulations
- Occupational health and safety rules and working practices applicable to this position

Ability to:

- Prepare and check design calculations, computer analyses, details, estimates and the plans and specifications of engineering projects
- Write technical specifications
- Use survey and drawing instruments
- Apply engineering theory to practical field and office problems
- Work effectively with a diverse team of professional and para-professional staff
- Follow the safety and health rules and safe working practices applicable to the job

Minimum Qualifications

Education and/or Experience:

- Bachelor's degree in Civil Engineering
- Two years' recent position related full-time experience in construction or design of engineering projects

Required Licenses and/or Certification:

- Engineer in Training (EIT) certificate
- Must possess and maintain a current and satisfactory driving record. No reckless driving and DUI within the last 7 years. No more than 2 moving violations within the last 3 years. Operates District vehicles on a regular basis (Drives District vehicles on a regular basis).

Physical Requirements:

Must inspect construction work on the Golden Gate Bridge, other structures and buildings, climb scaffolds, catwalks and ladders. Work from heights. Work outside in all weather conditions. Work over water. Carry harness and test or inspection equipment. Occasionally enter into trenches and other excavations. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.