

City of Cottage Grove
Job Description
[ENGINEERING ASSISTANT – PUBLIC WORKS - ENGINEERING]

Department: Public Works	FLSA: Non-Exempt
Reports to: City Engineer	Representation: General Unit
Pay Range: 18	Date Adopted: February, 2017

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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 may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Performs technical engineering responsibilities for the planning, design, construction and engineering administrative activities as they relate to the City's street, water, wastewater and building departments. Also performs technical engineering review responsibilities of private developments and performs other miscellaneous engineering assignments as assigned.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Performs survey and design work for public and private infrastructure improvements; updates the City's standard construction details and specifications; prepares project plans and specifications for projects bid by general contract; prepares engineering reports and cost estimates; performs administrative duties related to engineering activities for Local Improvement Districts including site specific property assessments of construction costs.

ESSENTIAL FUNCTIONS:

1. Prepares engineering reports.
2. Performs planning, survey, design and construction administration for the improvement of the following types of projects:
 - Streets
 - Wastewater
 - Water
 - Parks
 - Building Maintenance & Improvements

3. Coordinates the activities of private engineering consultants who perform work for the City.
4. As prescribed by local and state requirements, reviews plats of property within the City that have been prepared for recording.
5. Conducts field survey work for the design and construction of Public Works facilities.
6. Provides technical engineering advice to personnel who operate and maintain Public Works facilities and to other City departments.
7. Prepares bid documents for public improvement projects, and reviews contractors' bid proposals for award recommendations.
8. Reviews plans, specifications, cost estimates, other technical data and development agreements for proposed private developments.
9. Prepares and presents technical and progress reports for activities, projects and facilities under the control of the Public Works Department.
10. Administers Local Improvement District (LID) projects and Zones of Benefit including preparation of assessments, ordinances and reports.
11. Reviews proposals of private utilities who request permits to perform work in the public right-of-way.
12. Must have the ability to measure and traverse terrain of construction sites.

IMPORTANT FUNCTIONS:

1. Maintains records documenting public improvements and land divisions within the City and makes this information available for general public use.
2. Interfaces with the public, general contractors and utility companies regarding public facilities, improvement projects and City policies.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements 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.

Must be physically capable of working out of doors to access public works activities in order to perform surveys, inspections, evaluations and reviews; must be capable of working in an office environment performing administrative, technical, computer and various office tasks.

Must be able to read and interpret construction plans and drawings and coordinate construction plans to existing plans and improvements.

DISTINGUISHING CHARACTERISTICS:

Prepare clear and concise reports; plan projects, specifications and cost estimates on construction and maintenance projects. Communicate effectively both verbally and in writing; establish and maintain effective interpersonal relationships with various people and groups.

JOB SPECIFICATIONS:

Education & Experience:

Minimum of AA degree in Engineering Sciences, or equivalent, with major in Civil Engineering. Must be competent in the operations of computer work station operations including CAD systems, word processing and spreadsheets. Must possess valid, unrestricted Class C Oregon driver's license. Must have ability to understand and carry out oral and written instructions, policies, and rules in order to do job safely, and be able to complete forms and reports as required by the position.

- a. Minimum of 5 years of experience in the engineering design, construction, and administration of Public Works projects.
- b. Any equivalent combination of education and experience which demonstrates the knowledge, skills, and ability to perform the above described duties.

Knowledge, Skills and Abilities:

Knowledge of design, construction, and maintenance practices and standards for Public Works facilities based on current standards, trends, and developments. Familiar with cost estimating, public contracting, equipment and materials associated with public improvements. Knowledge of pertinent State law, Local codes, statutes, regulations, and laws affecting Public Works activities. Understand methods and techniques used in the design, construction, maintenance and operation of streets, wastewater and water facilities. Knowledge of principles and practices of civil engineering, land surveying, property records, and land acquisition.

Must possess skills in computer operation with engineering applications, including but not limited to spreadsheet, word processing and Computer Aided Drafting (CAD). Must have ability to evaluate technical or cost information and make administrative or design decisions. Ability to formulate and interpret technical and administrative policy and negotiate issues with other engineers, contractors, developers, and other governmental agencies. Must possess skills in creativity, foresight and good judgment in municipal engineering activities.

Special Requirements and Certifications:

No specific requirements and certifications beyond the educational requirement.

Supervisory Duties:

Supervision is not normally a responsibility of positions in this classification; however, coordination of the activities of one or more engineering technician(s) and temporary employees may be required of this employee.

Supervision Received:

Work is performed under the direct supervision of the City Engineer.