

**City of Cottage Grove
Job Description
Temporary Part-time Engineering Assistant**

Department: Public Works	FLSA: Non-Exempt
Reports to: City Engineer	Representation: N/A
Pay Range: \$22.00-\$28.00 per hour	Date Adopted: November, 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:

Assist the City Engineering Staff in overseeing onsite inspections of utility permits and City projects for compliance, inspect sewer and sidewalk installations, gathering field information, and develop projects that improve utility infrastructure for better control during emergencies as they relate to the City's street, water, wastewater and building departments. Also assist in closing out existing projects and perform 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.

Perform Engineering Department inspections on public and private infrastructure improvements; assist with updates to the City's standard construction details and specifications; oversee utility permits for compliance with permit requirements; review existing City utility maps and recommend upgrades to the utility systems that improve service and reduce damage in emergencies; and assist in gathering data in the field on projects.

ESSENTIAL FUNCTIONS:

1. Inspect and document on-site project compliance.
2. Perform construction administration for the following types of projects:
 - Streets
 - Wastewater
 - Water
 - Storm Drainage
 - Parks

Building Construction and Improvements

3. Assist with field survey work for gathering on-site data.
4. Provides technical advice to personnel who operate and maintain Public Works facilities and to other City departments.
5. Reviews plans, specifications, cost estimates, other technical data and development agreements for proposed private developments.
6. Prepares and presents technical and progress reports for activities, projects and facilities under the control of the Public Works Department.
7. Reviews proposals of private utilities who request permits to perform work in the public right-of-way.
8. Review existing City Utility maps for completeness make recommendations of projects that improve the water distribution, sewer collection, and storm drainage systems.
9. Read and interpret construction plans and drawings and coordinate construction activities to existing plans and improvements.

IMPORTANT FUNCTIONS:

1. Maintains records documenting public improvements within the City and make 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.

In the performance of job duties the Engineering Assistant is required to sit, stand, communicate, discern alarms or notices, stoop, kneel, crouch and reach above shoulder level. Manual dexterity and coordination is required while assisting in surveying, operating vehicles, manual tools, radios, computers, etc. Must be capable of lifting, pushing, and pulling items weighing up to 25 pounds. Must be physically capable of working out of doors to access public works activities in order to perform inspections, evaluations and reviews; must be able to measure, interpret and compose jobsite improvements to approved plans or drawings; must be capable of working in an office environment performing administrative, technical, computer and various office tasks.

More than 50% of the work occurs outside on job sites including open excavations and confined spaces or other areas with uneven terrain in adverse conditions. Works around machinery, construction equipment and exposed to weather, noise, water, and dirt, mud, rock, and dust.

JOB SPECIFICATIONS:

Education & Experience:

A degree in Engineering Sciences, or equivalent, with major in Civil Engineering is preferred. Should be competent in the operations of a computer work station 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 10 years of experience in the 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.

Must have ability to evaluate technical or cost information and make administrative or design recommendations. 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.

Supervision Received:

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