



Assistant Engineer

DEPARTMENT/DIVISION:Public Works/Development Services

GRADE: 8

GROUP: AFSCME

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: August 14, 2018

SUMMARY

An employee in this position works under the general direction of the City Engineer, or his/her designee, to perform entry level professional civil engineering work in the design, investigation, and construction of public works projects. In addition to their technical duties, employees are expected to demonstrate the shared values of the City of Klamath Falls through attitude and action.

This job is the second level of progression in the professional engineering jobs for the City of Klamath Falls. The Junior Engineer will be promoted to Assistant Engineer upon successful completion of one year of experience and obtaining their Fundamentals of Engineering certification.

EXAMPLE OF DUTIES

Duties are similar to the Junior Engineer but require more autonomy and self direction. These duties may include but are not limited to the following:

- Assists with the professional level engineering tasks essential for the planning estimating, scoping, design, bidding and construction of Public Works projects
- Perform plan checks to ensure contractor compliance with City specifications
- Write specifications, prepare plans, and calculate cost estimates for various engineering projects
- Perform cost analysis and monitor project scheduling to ensure projects are completed on time and within budget. Perform professional level complex engineering calculations
- Consult with and provides information to contractors, developers, other department, agencies and the public

- Coordinate or individually perform project management and inspection duties and documentation of private and public construction projects. Projects may include, but not necessarily limited to, private residential and commercial development, publicly dedicated infrastructure improvements, and capital improvement development from City and other public agency departments
- Aid City Engineer and Associate Engineer to inspect and document capital infrastructure related improvements
- Prepares professional level correspondence, reports, agenda items, project recommendations or other written material for staff, management, or Council
- Administer and enforce City codes and standards on engineering projects
- Other duties as assigned including support for the Associate Engineer as required; the scope of the assigned area of responsibility is dependent on departmental structure and is at the discretion of the City Engineer

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

QUALIFICATION REQUIREMENTS

Education and/or Experience:

An engineering professional with a bachelor's degree (BS) from four-year college or university in Civil Engineering; emphasis in design of water, geothermal, sewer, storm water, streets and construction management, plus at least one year of experience post-graduation is required.

License/Certifications:

Valid Oregon Driver's License. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days.

Employee must have successfully completed the Fundamentals of Engineering examination. Other certificates related to the job duties are desirable such as a national or state construction inspector certification.

Employee must be capable, qualified and preparing to become registered as a Professional Civil Engineer in the State of Oregon.

Customer Service:

The City of Klamath Falls has a specific emphasis on service to our customers. Our goal is to create a positive, productive and courteous atmosphere for our employees and customers. Employees are evaluated on the quality of customer service they provide.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Principals of engineering as applied to public works or structural engineering; construction and inspection methods and materials testing techniques; principles of engineering designing procedures; applicable standards, requirements and codes; principles and terminology of public works; water/sewer systems; geothermal systems; streets and paving; word processing and spread sheet programs.

Skill in using Computer Aided Drafting (AutoCAD), Geographical Information System (GIS), computer assisted drafting equipment and software, networks, scanners, plotters and negotiating the storage of data on server systems, as associated with the assignment is desired.

Proficiency with Microsoft Office applications and general computer work.

Ability to:

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond intelligently and effectively to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or boards of directors.

Ability to apply complex mathematical concepts such as exponents, logarithms, quadratic equations and permutations.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to communicate conclusions and findings to an audience with varying technical and educational backgrounds.

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 the job.

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

The employee must regularly lift and/or move up to 60 pounds. Specific vision abilities required by this job include close 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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.