

ENGINEERING ASSISTANT

GENERAL STATEMENT OF DUTIES: Performs difficult technical and skilled work in connection with engineering work including interpreting plans and specifications, assisting in construction layout, inspecting construction work, conducting laboratory and field tests and making evaluations of existing facilities; work is evaluated by an engineer; works under the general direction of the Civil Engineer; performs related duties as required.

STATEMENT OF TASKS:

Assists in the preparation of estimates for payment to contractors;
Acts as an inspector on construction projects, or on a portion of a major project, ensuring that the contractor complies with specification;
Evaluates and makes reports on existing conditions on construction projects and related facilities;
Reviews plans and specifications;
Handles complaints regarding drainage and related problems;
Maintains records of construction projects in progress;
Performs laboratory tests of construction materials;
Attends pre-construction conferences;
Performs right-of-way work as required.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of simple engineering principles and practices;
Good knowledge of engineering mathematics including trigonometry;
Skill in the use of engineering transit and level and other instruments;
Ability to perform complex technical computations, estimates and tests and to compile simple engineering data statistics;
Ability to make simple engineering drawings and plans;
Ability to work in the field;
Ability to read construction prints;
Ability to deal with complaints from the public in a courteous and efficient manner;
Ability to maintain good interpersonal relationships;
Ability to report for work regularly and ability to work under stressful conditions.

MINIMUM QUALIFICATIONS:

Associates degree in Civil Engineering Technology
OR

Associates degree in Surveying or Drafting and one (1) year of experience in the construction field which includes work in surveying and inspection of construction projects.

OR

Three (3) years of experience in the construction field which includes work in surveying and inspection of construction projects.


ENGINEERING ASSISTANT

Page 2

SPECIAL REQUIREMENT:

Employee must be certified as a County Soil Erosion Enforcement Agent within two (2) years of employment.

Established: January 1, 1968
Revised: May 25, 1984
Revised: July 8, 1996
Revised: October 19, 1998

A handwritten signature in cursive script that reads "Steven B. Stratton". The signature is written in black ink and is positioned above a horizontal line.

Personnel Director