

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Engineering Assistant I/II	Job Family: 3/3
General Classification: Front-Line	Job Grade: 16/20

Definition: To perform professional and technical engineering work in assigned area of responsibility, including, but not limited to, design, land development, environmental management, capital improvements, or landfill postclosure.

Distinguishing Characteristics:

Engineering Assistant I: This is the entry-level class in the paraprofessional engineering series. Positions in this class possess the applicable training background required of classes in the paraprofessional engineering series yet typically lack practical work experience. The Engineering Assistant I class is distinguished from the Engineering Assistant II by the performance of less than the full range of duties as assigned to the journey-level class within this series. This class is typically used as a training class in that incumbents may have only limited related work experience. Incumbents work under direct supervision while learning job tasks. Receives assignments from a higher-level professional or paraprofessional engineering staff member and direct supervision from a Senior Civil Engineer or Associate Engineer. May receive functional or technical supervision from other division staff.

Engineering Assistant II: This is the journey-level class in the paraprofessional engineering series. Positions in this class possess the applicable experience and training background required for classes in the paraprofessional engineering series. The Engineering Assistant II is distinguished from the Engineering Assistant I by the performance of the full range of duties as assigned with only minimal instruction or assistance. Incumbents work independently, seeking assistance only as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Engineering Assistant I class. Receives general assignments from a higher-level professional or paraprofessional engineering staff member and direct supervision from a Senior Civil Engineer or Associate Engineer. May exercise technical and functional supervision over less experienced paraprofessional and/or technical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Perform paraprofessional and technical engineering work relative to assigned area of responsibility, including, but not limited to, design, land development, capital improvements, environmental and regulatory management, and/or landfill postclosure.

2. Design and prepare plans and specifications for public works projects, including pumping stations, streets, storm drains, sewer lines, landfill postclosure systems, and related projects; research project design requirements; perform calculations; and prepare estimates of time and material costs.
3. Coordinate postclosure maintenance crews and consultants to meet regulatory required program schedules for testing, sampling, and reporting of groundwater monitoring, gas well field balancing, leachate pumping, and landfill cap repair needs.
4. Develop revised design and construction standards for public works structures and appurtenances.
5. Investigate field problems affecting property owners, contractors, utility operations, and postclosure maintenance operations; resolve problems or refer as appropriate.
6. Request and/or participate in the collection of survey and mapping data, including the landfill.
7. Prepare estimates and feasibility reports for new or modified services and structures and landfill maintenance activities.
8. Participate in the plan check, review, and processing of plans for private developments affecting City streets, sanitary sewers, storm drains, landfill, and related public works and public services facilities; and assure compliance with appropriate codes, ordinances, rules, and regulations.
9. Prepare excavation permits and conditions, maintain private development databases, review utility company drawings, assist with customer service over-the-counter inquiries, record documents with the County, prepare AutoCAD drawings, and update the geographic information system (GIS) database and mapping system.
10. Prepare visual presentations and reports.
11. Prepare special engineering studies and reports.
12. Coordinate public works activities and landfill postclosure maintenance activities with other City departments, divisions, and sections and with outside agencies.
13. Perform other related duties as assigned.

Minimum Qualifications:

Engineering Assistant I

Knowledge of: Principles and practices of engineering as applied to public works, utilities, transportation, or land development; applicable laws and regulatory codes relevant to assigned area of responsibility; methods, materials, tools, and equipment used in engineering construction; and principles of algebra, geometry, and trigonometry and their application to engineering.

Ability to: Prepare plans and drawings neatly and accurately; calculate engineering design computations and check, design, and prepare engineering plans and studies; learn and understand City engineering policies and procedures; learn applicable laws and regulatory codes applicable to areas of assigned responsibility; communicate effectively, both orally and in writing; use and care of engineering and drafting instruments and equipment; prepare reports encompassing raw technical data; make effective cost estimates and recommendations; and establish and maintain effective work relationships with City staff, developers, contractors, engineers, and the general public.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

None required; equivalent to the completion of the 12th grade supplemented by college-level courses in drafting or mechanical drawing.

Required Licenses or Certificates: Possession of a minimum of a Class C California Driver License at time of appointment.

Engineering Assistant II

In addition to the requirements for the Engineering Assistant I:

Knowledge of: Applicable laws and regulatory codes relevant to assigned area of responsibility; methods, materials, and techniques used in the construction of public works and utilities projects; modern standards of alignment, grade, and compaction of streets; topographic and construction surveying; and strengths, properties, and uses of engineering construction materials.

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Ability to: Administer contracts and coordinate and review the work of outside consultants; design common engineering structures and facilities; use drafting and surveying instruments to prepare maps, plans, cross-sections, and profiles; use automated, computer-aided drafting software; and prepare quantity and cost estimates.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Two years of increasingly responsible and varied paraprofessional engineering experience, one of which is comparable to an Engineering Assistant I with the City of Mountain View; and equivalent to the completion of two years of college-level course work in engineering or a related field.

Required Licenses or Certificates: Possession of a minimum of a Class C California Driver License at time of appointment.

Established: February 1980

Revised: May 2021

HRD/CLASS SPECS
Engineering Assistant I/II