



City of Greenfield

ASSISTANT ENGINEER

Job Title:	ASSISTANT ENGINEER
Department:	Public Works
Reports To:	Public Works Director/City Engineer
Employee Type:	Fulltime
FLSA Status:	Non-exempt
Effective Date:	04.2023

DEFINITION:

The Assistant Engineer assists in the management, direction, planning, plan check, and design of various traffic, engineering, development, and construction projects across the City. Manages consultants, oversees design teams, conducts inspections, and ensures project completion and compliance with City Standards.

Under direct or general supervision, performs various professional field and office engineering work related to the management, planning, design, construction, and maintenance of City capital improvements, development projects and other public improvements related projects, City public works infrastructure, and daily departmental operations; provides project management and administration; conducts field inspections for conformance with plan and standards and specifications; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides highly complex staff assistance to the City Engineer, Public Works Director, and others in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

CLASS CHARACTERISTICS:

This is a journey level job in the engineering series of the Public Works department. This position has experience and expertise to perform generally complex, supervisory, design, and managerial tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Public Works Director or City Engineer and performs most work with limited supervision. May provide general direction to lower level employees.

ESSENTIAL FUNCTIONS:

The following duties and functions are normal for this classification. The omission of specific statements of the duties and functions does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required,



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assigned, and expected commensurate with the administrative needs of the department and organization as well as new state and or local laws.

- Manages, leads, and directs engineering teams handling traffic, construction, development, and other tasks; prioritizes work, assigns tasks appropriately, develops project scope and objectives, reviews project status, quality, progress and budget, and provides direction and training when necessary
- Designs, prepares, and reviews plans, specifications, and cost estimates; performs engineering calculations for various Capital Improvement Projects and provides a wide range of engineering support for projects under construction; reviews and approves consultant's invoices for payments
- Monitors, maintains, and manages the signage, and roadway markings; responds to reports of malfunctions; solicits and reviews estimates for repairs, schedules maintenance, and determines which equipment is needed
- Performs, evaluates, reviews, and provides feedback for various analysis reports and engineering studies; documents and communicates data and statistical research professionally and accurately; presents findings to appropriate Councils ensuring the proper initiatives are instituted
- Participates in the plan check, review, and processing of improvement plans and encroachment permits for private developments and utility companies affecting city streets, streetlights, sewers, and related public works facilities to ensure compliance with City standards and requirements; conducts related field inspections and proper documentation
- Provides project management for various projects across the City and ensures deadlines are met; delegates work, assigns tasks, ensures proper funding, mitigates risk, evaluates plans and specifications, and oversees the successful completion of projects and initiatives
- Responds and engages with the public, other departments, or outside parties to assist with information, data, or documentation and assists with the solution of difficult problems
- Researches, gathers, and compiles information related to grant deeds, grant of easements, and other legal description data; investigates traffic and transportation issues and communicates needs and concerns professionally and with strong recommendations
- Prepares council reports, correspondence, special engineering studies and related documents.
- Oversees billing and approval for payments; creates, submits, and gathers purchase orders for supplies, equipment, and other material needed for the department
- Performs other duties as assigned

This position has a high level of customer interaction and will build and foster a positive working relationship and maintain an excellent customer service standard when interfacing with both internal and external customers. The incumbent will make consistent, supervisory, coordination, and project management decisions. Most decisions are made independently and with little to no supervision.



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KNOWLEDGE OF:

- Principles and practices of engineering and construction management
- Employee training, supervision, and delegation; supervisory roles and responsibilities
- Principles of project and program management
- Federal, State, and local regulations and laws; codes and ordinances affecting Public Works engineering
- Budget management and basic accounting
- College level English writing and grammar
- Professional software literacy including design software like AutoCAD

SKILLS:

- Reading and interpreting plans and understanding specifications and standards
- Managing multiple projects at one time
- Leading a team and managing a budget with limited supervision
- Developing and administering grants
- Public speaking and communicating clearly and concisely, verbally and in writing
- Understanding regulations, laws, ordinances, and codes
- Supervising and directing staff
- **Bilingual; English/Spanish would be highly desired, due to the constant interaction with non-English speaking business owners and customers.**

ABILITIES:

- Make complex engineering designs and computations
- Prepare engineering plans and studies
- Prepare reports, Request for Proposals and various related agreements and contracts
- Make effective recommendations

ADDITIONAL REQUIREMENTS:

Code compliance experience with Fats, Oils and Grease Program or utility operations experience.

Licenses and Certification

Must possess a valid California class C driver's license and have a satisfactory driving record that is acceptable by the City's insurance carrier; possession of an Engineer in Training (EIT) certificate is desirable.



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EDUCATION AND EXPERIENCE:

To qualify, a successful incumbent must possess both education and experience, which would provide the required knowledge and abilities. Experience may substitute for education. Minimum requirements to obtain the requisite knowledge and abilities are:

Bachelor's Degree from an accredited college or university in Civil Engineering or other closely related engineering discipline;

Two years of engineering or related experience.

PHYSICAL DEMAND:

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, and consistently stand or walk up to four hours per day as required. Vision sufficient to read fine print and display monitors; hearing sufficient to conduct conversations occasionally over the noise from groups of people, in-person, and using the telephone; speaking ability in understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical ability to push, pull, squat, twist, turn, bend, stoop, and reach overhead; physical mobility sufficient to move about the work environment, walk on uneven surfaces and occasionally leap, jump, run for short distances; physical strength to lift twenty pounds from the floor; physical stamina sufficient to stand, walk and/or sit for prolonged periods of time; mental acuity to collect, interpret and analyze data, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

The working environment is shared between an office and outside. Work outdoors under adverse conditions in heat, wind, cold, and rain. Work in an around potential hazardous substances including pesticides, herbicides, and motor fuel. Must drive a vehicle and travel for meetings, seminars, and classes.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required.