

**CITY OF FONTANA  
ASSISTANT ENGINEER  
ASSOCIATE ENGINEER**

**DEFINITION:** To perform professional and technical engineering work in an assigned area such as plan and development review, contract administration and design; and to provide technical staff assistance to higher level engineering staff.

**DISTINGUISHING CHARACTERISTICS:**

**Assistant Engineer** – This is the entry level class in the Engineering series. This class is distinguished from the Associate level by the performance of the more routine tasks and duties. Employees at this level are not expected to perform with the same level of independence and judgment on matters related to established procedures and guidelines as are positions allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees at the Assistant level work under general supervision.

**Associate Engineer** – This is the journey level class within the Engineering series. Employees within this class are distinguished from the Assistant Civil Engineer by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and may be filled by advancement from the Assistant level.

**SUPERVISION RECEIVED AND EXERCISED**

**Assistant Engineer:** Receives general supervision from higher level engineering staff.

**Associate Engineer:** Receives direction from higher level engineering staff and may exercise technical supervision over less experienced staff within the work unit and technical or functional supervision over staff within the Department.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Review and check residential and commercial building plans or plans related to structures such as streets, sidewalks, gutters and other off-site construction; check plans for conformance with regulations regarding line, grade, size, elevation and location of structures; check calculations
- Maintain records of all plans and contract documents.
- Prepare progress reports on projects under construction; maintain records of changes and field notes.
- Investigate field problems affecting property owners, contractors and maintenance operations.
- Coordinate assigned activities with consultants, engineers, developers, contractors, other city departments and divisions, and with outside agencies.
- Develop plans, specifications and other contract documents.

- Provide technical and professional engineering support services relative to assigned areas of responsibility.
- Prepare special engineering studies and reports; perform special assignments on engineering problems as necessary.
- Plan, prepare and design a variety of engineering projects such as roads, bridges, structures and hydraulics.
- Calculate the quantity, quality and cost of materials used for various projects.
- Review engineering calculations of other engineers or engineering technicians.
- Prepare plans and specifications, maps, deeds and legal descriptions.
- Review plans for traffic signals, traffic signing, and traffic striping for conformance with City policies and State and Federal requirements.
- Plan, prepare, and design a variety of engineering projects, such as traffic signals, traffic striping, and traffic signing.
- Review all permits involving work in public streets; review any and all traffic control plans required due to work in streets.
- Prepare traffic control plans and requirements.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform and other tasks or functions that may be deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** In the performance of daily activities, this position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, and bending; the ability to push, pull, drag and/or lift up to 25 pounds; normal manual dexterity and hand/eye coordination; repetitive hand and wrist movement using a computer keyboard and mouse; corrected vision to normal range; acute hearing; written and oral communication; use of standard office equipment such as computers, telephones, copiers, calculators and facsimiles; frequent contact with other staff and the public; may be exposed to severe weather conditions such as high wind, rain, and other outside conditions.

## **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have the knowledge of:

- Principles and practices of civil engineering.
- Methods, materials and techniques used in the construction of public works projects.
- Modern developments, current literature and sources of information regarding engineering.
- Principles of advanced mathematics and their application to engineering work.
- Applicable laws and regulatory codes in assigned area of responsibility.

**Experience: Assistant Engineer** - Some directly related engineering experience.  
**Associate Engineer** – One (1) to two (2) years of increasingly responsible experience in civil engineering.

**Education:** Equivalent to a Bachelor's degree from an accredited college or university with major coursework in civil engineering or a closely related field. Some additional years of experience and specialized training may substitute for some of the educational requirements.

**License or Certificate:** Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License.