

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Engineering Assistant III	Job Family: 3
General Classification: Front-Line	Job Grade: 24

Definition: To oversee and participate in the engineering activities of the Public Works Department; to perform the more complex paraprofessional and technical engineering tasks; and to supervise, train, and evaluate assigned technical staff, as necessary.

Distinguishing Characteristics: This is the advanced journey-level class in the paraprofessional engineering series. Positions in this class possess the applicable experience and training background required for the paraprofessional engineering series. The Engineering Assistant III class is distinguished from the Engineering Assistant II by the responsibility assumed for a program within the Public Works Department. Incumbents typically perform the more complex duties and tasks assigned to positions within the assigned program and possess specialized skills, knowledge, and abilities beyond those of the lower classifications. The exercise of independent judgment is often used. Receives direction from higher-level professional engineering staff. May exercise indirect supervision over assigned paraprofessional and/or technical engineering staff.

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

1. Oversee and participate in the operation of a program within the Public Works Department.
2. Assist project engineers with preparation of plans, specifications, and contract documents.
3. Research and collect data for design of capital improvement projects and other City projects.
4. Assist with the development of scopes of work for infrastructure assessments, capacity studies, and utility master plans.
5. Review infrastructure assessments, capacity studies, and utility master plans, and develop recommendations for infrastructure maintenance activities and capital improvement projects.
6. Coordinate and direct through the plan check and approval process all private development projects.

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7. Review and process excavation permits, encroachment permits, and sidewalk permits, and prepare all associated paperwork relative to development of proposals.
8. Assist the public with information requests, and process applications and forms.
9. Provide miscellaneous assistance in support of the above duties in the areas of file research, field reviews, and fee calculations.
10. Perform the more complex paraprofessional and technical engineering tasks within the assigned program(s).
11. Check plans and specifications for accuracy, suitability, and completeness, and make recommendations for revision and improvement.
12. Confer with contractors, consulting engineers, subdividers, and members of the public relative to assigned area of responsibility.
13. Administer contracts with outside consultants as appropriate; review work and tasks performed; recommend and monitor billings.
14. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of civil engineering and its administration; modern methods and techniques used in the design, construction, and surveying of a variety of public works engineering projects, including street, sewer, traffic, and storm drain projects; tools and techniques used in engineering drafting and design; applicable laws and regulatory codes relevant to design and construction in the areas of assignment; applicable computer-aided design software related to engineering tasks (e.g., AutoCAD); principles and practices of basic mathematical and engineering calculations; principles and techniques of supervision and training.

Ability to: Calculate engineering computations accurately and check, design, and supervise the construction of a variety of public works projects for thoroughness; operate safely and efficiently survey equipment; prepare specifications, contract documents, and write technical reports; establish and maintain effective work relationships with City staff, developers, engineers, contractors, and the general public; coordinate, oversee, and review the work of assigned staff, as necessary; and communicate effectively, both orally and in writing.

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Experience and Training Guidelines: A combination of education, experience, and training that will satisfy the minimum qualifications, knowledge, and abilities.

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

Required Licenses or Certificates: Possession of a valid Class C California Driver License.

Established: February 1980

Revised: July 2018

HRD/CLASS SPECS

Engineering Assistant III