

**CITY OF SOLVANG**  
**JOB DESCRIPTION**  
**Assistant Engineer**

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

**DEFINITION**

Under the supervision of the Public Works Director/City Engineer and using various engineering software (including CAD), performs professional level engineering computations, calculations, design, and engineering drawings. Prepares engineering/technical specifications, studies and reports, and manages capital improvement projects. The position performs intermediate level professional engineering tasks in several areas: public works, transportation, stormwater, water, wastewater, solid waste, facilities, and transit.

**LICENSE REQUIRED**

Possession of a valid Class C California driver's license is required.  
Possession of an Engineering E.I.T. Certification is highly desirable.

**EXAMPLE OF DUTIES & RESPONSIBILITIES**

Duties and responsibilities may include but are not limited to the following:

**Engineering & Design**

- Perform field reconnaissance, investigate problems, identify engineering alternatives, prepare analyses of effectiveness and cost of alternatives, and develop recommendations.
- Participate in detailed engineering studies, work independently on technical assignments and provide support to Associate Engineer, City Engineer and Public Works Director.
- Perform research, apply engineering analysis and write detailed technical correspondence, technical memos, studies, ordinances, and reports.
- Prepare engineering calculations, perform engineering design, and prepare plans and specification documents for streets, transportation and transit facilities, storm drains, stormwater management, erosion control, water facilities, sewer facilities, treatment facilities, building rehabilitation, etc.
- Prepare conceptual, preliminary and final design drawings, profiles, cross sections and details from field notes, survey data, topographic maps, record drawings, etc.
- Prepare bid documents, bid schedules, agreements, and technical specifications.
- Calculate areas and quantities, perform other necessary mathematical computations, and develop materials and construction cost estimates.
- Prepare and submit applications to obtain encroachment and various other permits with Federal, State and County agencies.
- Coordinate with and assist the City's consultants on public works projects during the planning, design and construction phases.

**Construction Management & Inspection**

- Advertise public works projects for bids, maintain plan holders list, respond to contractor questions and develop addenda as needed.
- Coordinate and conduct pre-bid meetings and bid opening meetings, prepare bid tabulations, and review and process shop drawings and construction submittals.

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- Visit construction sites to verify and evaluate conditions, and recommend appropriate engineering or construction methods.
- Coordinate field and laboratory testing for public works construction projects.
- Perform construction inspection, prepare inspection records and daily reports, and recommend appropriate engineering applications for field conditions for public works projects.

### **Land Development Review**

- Confer with and assist the public, utility companies, developers, engineers, architects, and contractors on inquiries regarding private projects during the planning, design and construction phases.
- Review process and issue Grading and Encroachment applications and permits.
- Perform plan checks (including review of calculations, plans and designs) for plans submitted by private engineers for completeness and conformance with City standards, codes, department policies, engineering principles, and conditions of approval.
- Prepare inspection documentation of private improvements, Encroachment Permit work, land development projects and perform construction inspection.

### **Stormwater Management**

- Implement requirements of the City's NPDES Permit and Stormwater Management Ordinance.
- Administer the City's annual Stormwater Management Program and prepare Program documentation and Annual Report.
- Coordinate with the Regional Water Quality Control Board (RWQCB), and prepare and submit documents as may be required.

### **Other Responsibilities**

- Provide engineering support to the various Public Works Divisions.
- Provide limited technical oversight to others engaged in technical engineering related work, and participate in training of Engineering Technician.
- Project management and preparation of related detailed reports, schedules, and updates.
- Assist in development, update and budgeting of capital improvement program.
- Review memoranda, studies, reports and other written materials for the purpose of summarizing and making reports and recommendations.
- Attend various meetings and make presentations as a representative of the City.
- Research and develop applications for grant funding including preparing cost estimates and other support documentation.
- Maintain knowledge of, and apply City policies, codes, ordinances, and resolutions.
- Assist in the administration of the Santa Ynez Valley Transit bus service.
- Other duties as may be assigned.

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Civil Engineering or related technical field.
- Two years of experience in civil engineering or related technical field.
- Current Class C California Drivers License.
- Successfully pass a pre-employment physical, drug test and criminal background check.
- Prior experience in a small office and outdoor environment.
- Excellent written and oral communication skills.
- Demonstrated organization skills and the ability to multi-task.
- Demonstrated experience performing field investigations and collecting data such as traffic

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parameters.

- Two years of experience performing AutoCAD drafting in public works or related technical field.
- Demonstrated experience preparing construction details, plot profiles, and cross sections.
- Demonstrated experience drawing and updating maps, charts, and visual aids for public presentations.
- Demonstrated experience with mathematical calculations, including construction quantities, labor, materials and equipment costs, and preparing cost estimates.
- Knowledge of computer software applications, including word-processing, spreadsheets, graphics, internet, project scheduling and management.

### **PREFERRED QUALIFICATIONS**

- Possession of an Engineering E.I.T. Certification.
- Demonstrated experience preparing a wide variety of technical correspondence, technical memoranda, studies, and staff reports.
- Three years of experience performing AutoCAD drafting and CAD design, including preparing drawings of street, structure, storm drain, water, sewer, and other improvement plans.
- Demonstrated experience preparing bid documents and agreements.
- One year of experience performing land development plan checks.
- One year of experience performing construction inspection for public improvements and capital improvement projects.
- Demonstrated experience reading and interpreting construction drawings, submittals, engineering sketches, maps, survey field notes, aerial photographs, and drawings of electrical, instrumentation, and mechanical systems.
- Ability to use engineering knowledge and experience to exercise judgment, decisiveness and creativity in problem solving.
- One year of project management experience.

### **PHYSICAL DEMANDS**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL REQUIREMENTS**

**Strength:** Medium – Exert force to 50 pounds occasionally or 25 pounds frequently, or negligible force to 25 pounds constantly to lift, carry, push, pull, or move objects. Frequently stand or walk or sit; Fingering, and typing. Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward or side-to-side. Rarely crawl, climb, reach, push/pull, twist at the waist.

**Vision:** Visual acuity sufficient to perform the essential functions of the position; average depth perception needed.

**Communication:** Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to effectively hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.

### **ENVIRONMENTAL CONDITIONS**

Work both indoors and outdoors; Frequent use of computer; Occasional to frequent work around machinery and drive motorized vehicles; Occasional exposure to dust, fumes, smoke, gases, and odors, excessive noises, slippery or uneven walking surfaces; Rare exposure to chemicals, solvents, grease or oil; Frequently works alone and occasionally with others; Some exposure to water, wastewater, chemicals, hazardous materials, heavy lifting/moving, standing, and climbing; May work

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at heights, in confined spaces, and in inclement weather.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in Civil Engineering or related technical field is required. Minimum of two years of experience in civil engineering or related technical field is required.

This is to acknowledge that I have received a copy of this job description and understand its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date