

## CITY OF SAN JUAN CAPISTRANO

### ENGINEERING ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To provide development services support to the engineering division in relation to land development; participate in technical civil engineering work; to carry both City and developer projects through the public administrative process and assist in managing the physical completion of projects; collaborate and confer with developers, residents, business owners, architects and engineers; and to provide assistance to professional level engineering staff.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Senior Engineer.

**ESSENTIAL FUNCTION STATEMENTS** – *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Conducts reviews and plan checks of improvement, grading, and development plans and maps; ensure compliance with local and state standards and engineering practices.
2. Runs Capital Improvement Projects including design and construction; tracks daily progress; and processes developer projects from approval to planning stages.
3. Processes tract maps, parcel maps and lot line adjustments; compare with conditions set by commissions; prepare agreements and collect appropriate fees; obtain signatures and record agreements.
4. Coordinates and confers with developers, architects, engineers and contractors regarding development projects; issues permits; reviews City policies and procedures.
5. Confers with property owners regarding right-of-way projects; provides information on streets, storm drains, equestrian and bike trail easements.
6. Performs preliminary designs on equestrian and bike trails and park sites; works with developers and contractors; ensures compliance with specifications; reviews and determines acceptability of trail improvements.
7. Researches project files for staff and the general public; provides information on improvements, status of land divisions, easements, fees and agreements.
8. Assists engineers in the preparation of bid specifications and construction design specifications for capital improvement projects; prepares exhibits and reports as required.
9. Performs a variety of related office or field tasks to gather, analyze and record data; prepares a variety of memos, letters and other correspondence related to plan reviews.
10. Prepares agenda items and conditions of approval for City Council and various boards and commissions regarding development requirements and various other improvements.

11. Calculates development fees on new and future development projects; organizes and maintains records of maps of water distribution system.
12. Reviews tract maps, parcel maps and easements documents to ensure correctness; reviews and oversees updates of City base maps.
13. Responds to various questions and inquiries from the general public regarding property development, easements, historical issues and grading questions.
14. Assists lower level staff and provide training where needed; and provides support to fellow employees for information services.
15. Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Basic civil engineering principles and design standards.  
Materials, methods and techniques of modern construction.  
Drafting techniques, terminology, methods and instruments.  
Statistical and mathematical principles.  
Principles and procedures of record keeping.  
Modern office procedures, methods and equipment including computers.  
Pertinent Federal, State and local codes, laws and regulations.

### **Skill in:**

Performing complex technical civil engineering plan reviews.  
Creating preliminary engineering designs.  
Understanding and interpreting engineering plans and specifications.  
Dealing firmly and tactfully with contractors, engineers and property owners.  
Preparing accurate engineering records.  
Using algebraic formulas, trigonometry tables and statistical mathematics to accomplish technical engineering work.  
Preparing clear and concise reports.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

### **Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Three years of technical experience in engineering or a closely related field.

#### **Training:**

Equivalent to an Associates degree from an accredited college with major course work in engineering, drafting or related area.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; visual acuity for reading engineering plans and documents.