



**Position Description:  
ASSISTANT ENGINEER**

**POSITION PURPOSE**

The Assistant Engineer is a team member who works with others at various levels within the engineering discipline on specific projects. The purpose of this position is two-fold. First, this person is key to carrying out day to day tasks needed for completion of successful projects. Secondly, this position is to develop professional knowledge and essential abilities to prepare for the California state test required to become a Professional Engineer. This includes application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks.

**WHAT YOU'LL DO**

ESSENTIAL TASKS AND RESPONSIBILITIES

- Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced engineer
- Apply standard practices and techniques in specific situations, adjusts and correlates data, and recognizes discrepancies in results
- Follow operations through a series of related detailed steps or processes
- Assist in the preparation of improvement plans, specifications, supporting documents and permit applications for subdivisions, commercial developments, multi-family developments and public works projects
- Assist in the preparation of calculations, such as storm drain, wastewater, water system, earthwork quantities, transportation, cost estimates, and other supporting documentation for public and private projects
- Perform plan drafting using AutoCAD Civil 3D
- Complete projects efficiently in a timely and complete manner
- Convert limited verbal and written directions and guidance from a project manager into a finished product or document
- Keep project managers and Team/Group leaders advised of all quality, schedule, and budget variances in a timely manner
- Visit sites as needed
- Conduct research as needed
- Help prepare applications for funding, permits, and other planning documents
- Other duties as assigned by more senior engineering professionals, Team/Group Leaders, Branch Managers or CAD Leaders

**WHO WE NEED**

ESSENTIAL SKILLS AND ABILITIES

- Working knowledge of AutoCAD, other CAD programs, and Microsoft Office suite
- Ability to work well with others (as a team member) and alone
- Possess verbal and written communication skills sufficient to work well with others to accomplish team goals
- Visual acuity and manual dexterity
- Ability to perform repetitive wrist and hand motions required
- Ability to sit or stand for long periods and walk on uneven surfaces during site visit
- A current driver's license and good driving record may be required if employee will be making field visits



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and/or meeting with clients outside the company's office

**PREFERRED SKILLS AND ABILITIES**

- Desire to be helpful to internal and external clients
- Ability to create strong relationships, including one of a mentor/protégé capacity
- Ability to drive one's own career path, develop relationships with mentors, and seek opportunities for growth
- Well organized and unafraid to work against a deadline
- Demonstrated self-motivation skills

**EDUCATION**

- Graduate from an accredited college or university with a Bachelor of Science degree in civil engineering or related field
- Certification as an Engineer-in-Training (EIT)

**EXPERIENCE**

- Minimum three (3) months internship or other practical experience as a drafter or engineering technician preferred
- Experience in drafting and plan production is required

**ORGANIZATIONAL RELATIONSHIPS**

The Assistant Engineer provides the more senior engineers with a steady foundation for the engineering workload of the entire company; therefore, Assistant Engineers are directly connected to the entire engineering team. The Assistant Engineer reports to an assigned Team Leader or Group Leader and may be required to report to the Branch Manager as requested. The Assistant Engineers work closely with the CAD Designers and may be responsible to share and or report workload productivity to the CAD Leaders. Assistant Engineers are expected work seamlessly with engineering team members, as well as team members from other disciplines throughout the entire firm in order promote our "One Company" philosophy.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: