



**Position Title:** Assistant Engineer  
**Department:** Public Works  
**Supervisor:** City Engineer/Public Works Director  
**Supervision Exercised:** N/A  
**FLSA Status:** Non-Exempt  
**Average Hours Per Week:** 40  
**Position Type:** Full-Time, Benefits Eligible  
**Pay Grade Level:** 12  
**Location:** City Hall, 2135 South Ammon Rd.  
**Last Updated:** February 12, 2020

### **General Purpose**

To perform, coordinate, and/or supervise technical engineering work in the field or office in one of the following areas pertaining to the city infrastructure system: construction, traffic, maintenance, materials, location, bridge, roadway design, right-of-way, contract administration, planning, research, and operations management systems; perform related work.

### **Supervision Received**

- Works under the supervision of and reports directly to the City Engineer/Public Works Director

### **Supervision Exercised**

- N/A

### **Essential Duties and Responsibilities (Illustrative Only)**

- Assures compliance with department policies, rules, regulations, procedures, standards, and specifications;
- Compiles information for preparation of budgets and programs;
- Gathers data for recommendations for improvements in operating and reporting methods;
- Participates in conferences and meetings with contractors, federal agencies, state agencies, local public agencies, committees, civic groups, and the general public;
- Enforces and assists in preparation of contracts and agreements;
- Provides information for contract change orders and resolution of contract claims;
- Coordinates maintenance functions for city infrastructure, buildings and equipment;
- Prepares plans for improvement of city infrastructure and buildings in compliance with all federal, state and local requirements;
- Performing traffic related items such as traffic counts, pavement striping plans, traffic control plans, etc.
- Provides input for preparation of specifications for city infrastructure materials;
- Utilizes and provides input for management systems;
- Responds orally or in writing to questions and complaints;
- Assists in the enforcement of contracts for improvement of city infrastructure and buildings;
- Coordinates and participates in personnel training;
- Ensures compliance with federal, state and local environmental regulations;



### **Minimum Acceptable Experience and Training**

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.
- Applying engineering principles and practices in two of the following three areas--city infrastructure design/drafting projects or city infrastructure construction or city infrastructure maintenance;
- Interpreting and applying federal, state and local laws and regulations pertinent to city infrastructure projects;
- Experience making oral presentations.
- Engineer in Training encouraged but not required

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written and electronic materials and information;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to handle a variety of records and files and to operate a computer;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to access office files and visit and distribute materials to other City offices.
- Occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 20 pounds.

### **Tools, Equipment, and Information Technology (IT) Required for the Position**

- Workstation quality desktop PC
- Office and productivity software such as MS Office, CAD, Arc GIS, and other engineering related software programs as needed.
- Mobile PC
- City provided smart phone with data tethering
- Computer and network access
- IWORQs Assets and Work Order Management software
- SCADA/Ignition Software
- Other technology needs consistent with this job description from time to time.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works mostly in an office environment with some



exposure to outside weather conditions and is occasionally subjected to wet, cold and/or icy conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, odors, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderately quiet.

**Travel Requirements**

- The employee must possess and maintain a valid Idaho driver's license and proof of valid insurance.
- Some local travel required.

**Disclaimer**

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

**Acknowledgement**

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_