

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: AB2

CLASSIFICATION: Assistant Engineer – Water
(Engineer-in-Training Program)

DEPARTMENT: Public Utilities

CLASS DEFINITION: To perform professional and technical engineering work including plan review, development review, contract administration and design in assigned area of responsibility; and to provide technical staff assistance to higher level engineering staff. Individuals who participate in this program will be assigned responsibilities related to one or both of the following areas: Water Planning and Resources, and/or Water Capital.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Civil Engineering series. This class is distinguished from the Associate Engineer- Water by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees have some related work experience or have completed three years of course work in a Board-approved engineering curriculum. The Engineer-In-Training Program is designed to last for two (2) years, with an opportunity to obtain a full-time permanent position upon successful completion of this program and to compete for promotion to an Associate Engineer as opportunities arise.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from higher level engineering staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS: Responsibilities and duties may include, but are not limited to, the following:

When assigned to any area:

Assist in conducting a variety of engineering and technical studies related to area of assignment.

Assist in reviewing the work of consulting engineers and private contractors and recommend necessary revisions.

Review and update engineering standard drawings, specifications and design criteria.

Perform related duties and responsibilities as required.

When assigned to Water Planning & Resources

Participate in water development activities; ensure that the Water Rates, Rules, and Regulations are clarified and understood; assist developers in planning for adequate water to new or redeveloped areas; prepare and draft agreements with developers; and participate in the review and approval of plans submitted by developers.

Assist with the performance of network analyses to simulate field conditions

Analyze water system data and complete reports for internal and external distribution, working with Water Field Production and Operations staff.

Track water conservation savings utilizing the Public Utilities Department's computer model.

Analyze the Department's compliance with its water conservation goals.

When assigned to Water Capital

Research records of existing utilities and related information.

Perform design and design calculations for the construction of water facilities projects.

Prepare maps, plans and other engineering drawings.

Prepare cost estimates, technical specifications, and bid documents.

Develop project schedules, track project status, and manage a capital project.

Prepare engineering studies and reports.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Three years of course work in a Board-approved engineering curriculum (any curriculum approved by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET). Foreign degrees are not ABET accredited unless they are from an accredited Canadian school.

OR

Three years or more of engineering related experience.

Possession of a Bachelor's Degree in Civil Engineering is desirable.

Knowledge of: Basic principles and practices of civil engineering and design; practices and terminology in surveying and construction standards; basic principles and practices of hydraulic engineering and hydrology; pertinent Federal, State, and local laws, codes and regulations; principles of mathematics as applied to engineering calculations; microcomputer software including AutoCAD, word processing, spreadsheet, and data base applications.

Ability to: Perform technical research; read and interpret technical literature, drawings, diagrams and schematics; use and operate computer systems and software including AutoCAD; prepare complex civil engineering calculations with speed and accuracy; prepare engineering plans, specifications and estimates for water utility projects; use and care of engineering and drafting instruments and equipment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of a valid California Driver's License by date of appointment. Possession of an Engineering-in-Training certificate is required within 18 months of date of appointment.

Successful completion of the two year Engineer-in-Training Program is a condition of continued employment.

WORKING CONDITIONS:

Environmental Conditions: Due to the nature of work assignments, incumbents may be exposed to treated water, dirt, dust, equipment noise, and inclement weather.

Physical Conditions: Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch, kneel, lift up to and carry 25 pounds, and climb stairs and ladders. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed

OTHER:

FLSA Designation: Professional Exempt

Unit Designation: Professional Management

CAREER LADDER INFORMATION: Experience gained in this classification may serve to meet minimum qualifications for advancement to the Associate Engineer – Water position.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.