

ENGINEERING ASSISTANT

CODES/PAY RANGE

Class Code: 2081 EEO Code: C FLSA: E Pay Range: 514
Level I
Level II

MAJOR FUNCTION

Advanced technical and paraprofessional work in connection with a branch of engineering performed in the field or office.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.)

LEVEL I

May design and prepare detailed, complex engineering plans. May review plans and computations for roadways, drainage, subdivisions, storm water management, utilities, traffic plans, traffic studies, etc. May supervise drafting unit or subdivision review unit.

Checks drafting accuracy of others to include reduction and interpretation of survey notes, engineer's computations. Checks routine design work of others. Performs detailed designs and prepares working drawings of road systems, drainage systems, intersections, minor structures.

Reviews subdivision and/or storm water management applications for compliance with appropriate ordinances, rules and regulations. Writes detailed reports on findings to respective contractors.

Uses personal computers and applicable software in preparation of plans and maps. Supervises others engaged in the processing of the application, plans, plats, etc.

Meets with engineers, developers, consultants, the public and units of the County in the accomplishment of the assigned duties.

Prepares correspondence, reports, and exhibits.

Performs related work as required.

LEVEL II

Performs all duties, responsibilities and tasks associated with Level I.

(Engineering Assistant continued - page 2 of 4)

Serves as the engineering project coordinator to ensure that contractors and consultants meet contractual obligations in efficient and timely manner. Prepares scope of services and production schedule. Estimates project man-hours and fees. Serves as coordinator between task teams and activity groups to ensure the project proceeds according to schedule. Serves as a liaison between contractors/consultants and county government.

May coordinate and facilitate utility relocations including: negotiating for the removal, abandonment or relocation of facilities; approving new location sites; reviewing and evaluating utility relocation reimbursement; coordinating process with other county activities and divisions; preparing and negotiating joint project agreement contracts; and resolving conflicts between utility companies and the county.

Attends meetings and participates on committees related to project management duties. May organize public participation meetings.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, techniques, and instruments of engineering drafting. Knowledge of mathematics through geometry and trigonometry and their application to engineering computations. Knowledge of construction specifications and plans and applicable regulations relating to public works. Knowledge of the principles of civil engineering as they relate to surveying, drafting, moderately complex design procedures, and engineering investigative procedures. Knowledge of computerized engineering systems.

Ability to perform technical computations, analyze complex engineering drawings, which will meet County drafting standards. Ability to supervise groups of junior personnel as team leader.

MINIMUM QUALIFICATIONS

LEVEL I

Bachelor's degree in Land Surveying, Mathematics or related field, and two (2) years of experience in design drafting, plans review of subdivisions, drainage, or related fields; OR Associates degree in civil technology and four (4) years of experience in design drafting, plans review of subdivisions, drainage, or related fields.

A comparable amount of education, training or experience may substitute for the minimum qualifications.

LEVEL II

(Engineering Assistant continued - page 3 of 4)

Bachelor's degree in Civil Engineering, Land Surveying, Mathematics, or related field, and four (4) years experience in project management.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Both Level I and II must possess valid Florida driver's license.

ADA REQUIREMENTS

Physical Demands: Generally sedentary work. Ability to see, talk; grasp, finger dexterity. Depending on area of assignment, may require ability to walk, kneel, crouch, reach, carry, push, or pull in construction or undeveloped areas including marshy and muddy conditions.

Environmental Demands: Inside work. Depending upon position of assignment, some positions may require limited field work.

Mental Demands: Ability to read and comprehend technical and mechanical drawings, blueprints, layouts and literature; memos, procedures, legal documents and instruments, safety rules. Ability to perform shop math and advanced mathematical functions (geometry, trigonometry.) Ability to write memos, summaries, letters, evaluations, and procedures to explain/relay information to layman. Ability to speak clearly and concisely; conversant in theory and practices of discipline. Ability to identify and resolve problems.

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ENGINEERING ASSISTANT

LEVEL I

Advanced technical and paraprofessional work in a branch of engineering.

Bachelor's degree in Land Surveying, Mathematics or related field, and two (2) years of experience in design drafting, plans review of subdivisions, drainage, or related fields; OR Associates degree in civil technology and four (4) years of experience in design drafting, plans review of subdivisions, drainage, or related fields.

A comparable amount of education, training or experience may substitute for the minimum qualifications.

LEVEL II

Highly advanced paraprofessional work as an engineering project coordinator.

Bachelor's degree in Civil Engineering, Construction, or related field, and four (4) years experience in project management.

A comparable amount of education, training or experience may substitute for the minimum qualifications.