

CITY OF BURBANK

SENIOR CIVIL ENGINEERING ASSISTANT

DEFINITION

Under supervision, to perform detail and conventional professional civil engineering office and field work; to supervise sub-professional assistants; and to do related work as required.

ESSENTIAL FUNCTIONS

Designs and prepares plans for civil engineering improvement projects following standard of conventional designs or specific design plans, criteria, and layouts; reviews designs of assistants assigned to perform detail drafting and computations; makes and reviews computations; prepares projects specifications; analyzes proposed improvements bids; investigates engineering feasibility and projects costs; prepares plans, profiles, cross sections, quantity estimates, establishes alignment and grades; designs storm drains and sewers; locates catch basins and makes hydraulic calculations; analyzes data and utility maps to determine grades and interferences; prepares job schedules and cost estimates for all phases of construction and budget purposes; performs field engineering involving surveying, construction, gathering data and field design; reviews and approves permits or clearances for construction of utilities or other improvements; answers complaints requiring a knowledge of professional engineering; reviews water consumer applications and makes recommendations for consumer facilities; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - civil engineering, principles of physics and mathematics and their application to engineering problems; stress analysis, mechanics, properties of materials, field survey, construction and construction inspection, and drafting.
- Ability to - make accurate computations, prepare technical reports and maintain effective relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from an accredited college with major course work in civil engineering and one year of professional civil engineering experience or certification as an Engineer-In-Training by the California State Board of Registration for Professional Engineers and one year of professional civil engineering experience. NOTE: Qualifying sub-professional experience may be substituted for the required education on a year-for-year basis for a maximum of two years.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.