

ENGINEERING ASSISTANT

JOB DESCRIPTION

Classification Responsibilities: An Engineering Assistant is responsible for performing a variety of responsible and at times difficult paraprofessional and clerical assignments in support of various functions within the Engineering Department. Employees are responsible for managing the research and reproduction activities of engineering drawings including, but not limited to: researching plans for requested information for City departments and the general public; maintaining various databases; maintaining various lists and log books for tracking purposes; transferring electronic files; assigning street names and addresses for the subdivision review process; copying improvement plans, maps, quarter sections, and plats; and filing large drawings, valve cards, and lists. Duties also include working in a lead capacity and coordinating the work flow of lower-level office personnel. Duties may also include performing the work of Engineering Technicians on a limited basis. Employees are responsible for assisting professional staff members with providing information to employees and the public regarding various public works construction projects; assisting in researching, analyzing, and resolving public inquiries or complaints; assisting in coordinating property owner requests; assisting in acting as a liaison with the City of Mesa and the general public and/or contractors regarding the status of ongoing construction road projects; maintaining databases; assisting in writing, editing, and typing brochures, flyers, newsletters, community notifications, and other materials; preparing mailing lists for public meetings; and assisting in maintaining and updating the informational hotline for citizens, employees, and business owners. Assignments for this class involve knowledge of computer usage and various software applications and data management as well as basic knowledge of symbols and terminology used in civil engineering plans, or terminology used in the engineering construction field (by assignment). This class performs related duties as required.

Distinguishing Features: This class is distinguished from the class of Office Assistant I by the less technical and complex work performed by the latter and by the lead responsibility of the class within Engineering Design. Employees in this class work independently under general supervision with detailed instructions received by a supervisor on unusual or difficult matters. Employees in this class may be responsible for working in a lead capacity over lower-level office personnel, for coordinating/delegating work to ensure assignments are completed in an accurate and timely manner, and for performing the work of Engineering Technicians on a limited basis. This class is supervised by an administrative or professional-level staff member. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience in a responsible clerical or paraprofessional capacity, including public contact work, preferably supplemented by coursework or training in office management, civil engineering, or related fields.

Special Requirement(s). None.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Experience with personal computer (PC) software applications (example: word processing, spreadsheet, data management, etc.) is preferred.

ESSENTIAL FUNCTIONS (varies by assignment)

Communication: Communicates with the general public, other City employees, and contractors to research or take requests for plans, or resolve public inquiries or complaints, and inform of status of on-going construction projects. Communicates with outside service bureaus for printing service, equipment repair, supplies, etc.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures or other engineering standards/guidelines for quality and accuracy. Operates a variety of standard office equipment, as well as large format office equipment (copier, scanner, plotter, and rototrim) to run copies, scan drawings, and trim drawings. Enters data or information into a PC in order to update reference database, logbooks, forms, etc. Maintains the database to record and track public contacts. Creates mailing lists via metro scan for public meetings. Assists in updating and maintaining an informational hotline for citizens, personnel, and business owners. Schedules and notifies appropriate individuals and personnel regarding weekly/biweekly meetings for business owners affected by Capital Improvement Projects (CIP). Updates the public and personnel on a weekly basis via Citywide e-mail, City web page, etc. Updates plans in order to document revisions and corrections. Installs toner, fuser oil, and paper in order to keep copier, scanner, and plotters functioning properly. Prepares bundles of plans and maps for distribution to various City departments. Sorts, files, and distributes incoming mail and print room supplies, plans, and maps. Performs physical inventories of print room supplies and forms. Moves rolls of paper and plans weighing up to 50 pounds for distances of up to 500 feet to restock paper supplies, deliver bid plans, etc. Cleans copier, scanner corona wires, glass, monitor, etc. Meets scheduling and attendance requirements.

Mental: Coordinates the activities of the print room work flow when required. Prioritizes and assigns work to personnel (as necessary) and prioritizes own work. Resolves customer or equipment problems. Researches and resolves public inquiries or complaints or routes to the appropriate staff member. Conducts research and analyzes data (improvement plans and plats) to find utility, paving, right-of-way, and other information. Comprehends and makes inferences from legal descriptions to determine right-of-way, ownership, etc., of property. Understands and interprets blueprints, layouts, and quarter section maps to locate utilities, paving, and building improvements. Learns job-related material in a classroom setting regarding software.

Knowledge/Skill/Abilities: (varies by assignment)

Knowledge of:

the principles and practices of office management and the equipment used;
business English, spelling, and arithmetic;
research techniques and methods of report presentation;
basic symbols and terminology used in engineering drawings;

basic civil engineering principles and practices;
data management, word processing, and spreadsheet applications; and
basic procedures regarding office equipment maintenance.

Skill in the care and operation of standard and large format office equipment.

Ability to:

follow verbal and written instructions;
research and resolve public inquiries or complaints;
provide information to the public, employees, etc., and solve problems in assigned area;
coordinate print room work flow to ensure work is being processed accurately, timely, and efficiently;
read site plans, subdivision plats, and other engineering drawings to determine locations and dimensions of improvements requested by various City departments and the general public;
coordinate ongoing construction information and update the public and employees on a weekly basis through Citywide e-mail, City web page, and faxing to schools, newspapers, etc.;
assist in maintaining and updating informational hotline for citizens, personnel, and business owners;
maintain a database to cross-reference plan information for drawing reference program;
maintain a database to record and track public contacts;
maintain various lists and log books to track all record drawings received;
transfer electronic files (scanned record drawings) to server and verify version and other related data;
schedule and notify appropriate individuals and employees regarding weekly/biweekly meetings for business owners affected by any CIP's;
create mailing lists via metro scan for public meetings;
assist in addressing process (assigning street names and addresses for subdivision review);
assign addresses for streetlights on City projects;
assign addresses for miscellaneous projects;
resolve copier/scanner equipment or PC program problems;
pickup and deliver engineering plans and supplies;
use a hand truck to transport drawings;
work on special projects as assigned; and
establish and maintain effective working relationships with management, coworkers, other City employees, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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EEO-A/S

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-OFF

INCREMENTS 55-200

PAY GRADE: 39

SECURITY-No

CDL-No

IND-8810

SWORN-No