

**RESOLUTION NO. 2019-080**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK  
APPROVING THE POSITION TITLE, SALARY RANGE AND ASSOCIATED JOB  
DESCRIPTION FOR ASSISTANT ENGINEER**

**WHEREAS**, with its Fiscal Year 2019-20 budget, the City Council approved the addition of an Associate (formerly Civil) Engineer to the Development Services staff; and

**WHEREAS**, Development Services has reviewed its workload and staffing needs and concluded that with appropriate planning, the anticipated workload could be accomplished with the addition of an Associate or a less-experienced Assistant Engineer; and

**WHEREAS**, Development Services staff developed the position description and job title for the Assistant Engineer and consulted with the Rohnert Park Employees' Association (RPEA) regarding this position which will be placed in the RPEA unit; and

**WHEREAS**, RPEA had no objection to the job description, and

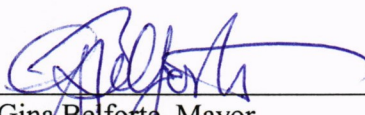
**WHEREAS**, neighboring jurisdictions have benefitted from recruitments for either Assistant or Associate Engineers, when they have the flexibility to accomplish their work with a range of engineering skill sets.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby authorize and approve the position title, salary range and associated job description for an Assistant Engineer, attached hereto as Exhibit "A" and incorporated by this reference.

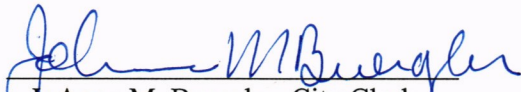
**BE IT FURTHER RESOLVED** that the City Manager is hereby authorized and directed to execute documents pertaining to same for and on behalf of the City of Rohnert Park.

**DULY AND REGULARLY ADOPTED** this 9th day of July, 2019.

**CITY OF ROHNERT PARK**

  
\_\_\_\_\_  
Gina Belforte, Mayor

**ATTEST:**

  
\_\_\_\_\_  
JoAnne M. Buerger, City Clerk

Attachment: Exhibit A

ADAMS: Aye MACKENZIE: Absent STAFFORD: Absent CALLINAN: Aye BELFORTE: Aye  
AYES: ( 3 ) NOES: ( 0 ) ABSENT: ( 2 ) ABSTAIN: ( 0 )

## **City of Rohnert Park**

### **Assistant Engineer**

#### **DEFINITION**

This is the entry level to the professional engineering class requiring a degree in Civil Engineering or a related field, and certification as an Engineer-in-Training (EIT). Under direction, performs engineering work in the planning, investigation, design, analysis, construction, and inspection of public infrastructure, utilities and related projects, or the investigation, review and inspection of private development projects.

#### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from the Engineering Technician class by the requirement for an engineering degree and certification as an Engineer-In-Training. This class is distinguished from the Associate Engineer, which requires registration as a professional engineer. Under direction, expected to assist in the completion of engineering assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting general policies, and determining work assignments.

#### **SUPERVISION RECEIVED/EXERCISED**

Supervision is provided by the Deputy City Engineer. The position may also receive general direction from higher level staff in the Development Services Department. The position may provide project level direction to technical and clerical staff.

#### **ESSENTIAL JOB DUTIES**

The following duties are considered essential for this job classification. Assignments will vary over time.

- Assist in the solution of complex technical problems;
- Act as a project coordinator for outside consultants and for construction contracts with a particular focus on traffic management and congestion relief;
- Supervise and participate in the preparation of planning studies and construction documents for city infrastructure;
- Review reports and check plans for conformance with design standards, codes and regulations;
- Prepare engineering conditions of approval for tentative maps, building permits, design reviews and conditional use permits;
- Assist in the planning and preparation of the capital improvement plan and budget;
- Assist in managing the City's assets including managing programs and data to assess and maintain the condition of city infrastructure and traffic management system;
- Investigate field conditions affecting property owners, contractors and maintenance operations and prepare reports based on findings;
- Respond to inquiries and complaints from the public by mail, over the telephone, and/or at a public counter;

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- Research publications and industry information sources related to assigned projects;
- Perform calculations and prepare estimates of time and material costs;
- Assist in the preparation of staff reports for the City Council, the Planning Commission and various other commissions and committees;
- Coordinate activities with other City departments, divisions and sections and with outside agencies;
- Liaise with federal, state, county and other public agencies; and
- Perform related duties as assigned.

In performing the duties described above, the incumbent is expected to:

- Provide outstanding and friendly customer service;
- Create and maintain a respectful and collaborative working environment;
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible;
- Demonstrate care for the organization, customers and coworkers; and
- Practice and encourage initiative and innovation to improve the workplace.

**QUALIFICATIONS**

**Education/Training/Experience/Licenses:**

Sufficient experience and education in civil engineering is qualifying. A typical way of obtaining the required qualifications is:

- Possession of a Bachelor's Degree or equivalent from an accredited educational institution with a major in civil engineering or other closely-related field; and
- Registration as an Engineer-in-Training in the State of California **by date of appointment, desired;**
- Possession of a Class C California driver's license by date of appointment.

**Knowledge of:**

- Principles and practices of engineering as applied to public works, utilities, or building construction projects;
- Methods, materials and techniques used in the construction of public works, utilities or building construction projects;
- Principles and practices of engineer's cost estimating;
- Modern developments, current literature and sources of information regarding engineering;
- Modern office methods, practices, procedures and computer equipment, and
- Effective problem solving techniques.

**Ability to:**

- Make basic engineering computations, including estimating time and materials costs;
- Assist in the preparation of engineering plans and studies;

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- Communicate clearly and concisely, orally and in writing;
- Use and care for engineering and drafting instruments and equipment;
- Perform engineering work with oversight and effectively resolve work-related problems;
- Make effective presentations to groups;
- Help determine program compliance with Federal, State and local rules, laws, ordinances and regulations
- Apply pertinent laws, rules, and regulations;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Research, prepare and analyze technical and administrative reports;
- Learn and utilize new technology;
- Prepare, administer and track project contracts; and
- Work with constant interruptions.

**Working Conditions**

Position requires prolonged sitting, standing, walking on level, rough and slippery surfaces, reaching, twisting, turning, kneeling, bending and squatting in the performance of daily activities. The position requires grasping, repetitive hand movement, and fine coordination in reading maps, writing reports, and using a computer key board. Additionally, the position requires near, far and color vision in reading maps, reports, using a computer, and looking at property; and hearing and speaking is required in communicating with individuals and groups. The need to lift, carry and push plans and file boxes weighing up to 25 pounds is required. The nature of the work requires the incumbent to visit properties and make site reviews in all weather conditions including wet, hot, and cold; and exposes the incumbent to fumes, dust, contaminants, and above-average noise. The incumbent also must be available to be called for local emergencies, attend meetings in various other towns and cities, work irregular or extended hours to attend various committee meetings.

**FLSA Status:** Exempt  
**Employee Unit:** Rohnert Park Employees' Association (RPEA)  
**Approved By:**  
**Date Approved:**