

ASSISTANT ENGINEER/SURVEYOR

Definition:

Works under the general supervision of Senior and Associate level engineers/surveyors to manage and perform responsible engineering/surveying work. An employee in this class performs a variety of advanced engineering/surveying tasks, increasing in scope and difficulty as knowledge and experience are gained. Work is managed and reviewed by Associate level and above engineers/surveyors.

Duties:

- Work under the general supervision of an Associate level and above engineer/surveyor to manage projects, including client contact, project estimating, contract preparation, budgeting, and billing.
- Responsible charge of work performed including stamp and sign prepared documents under the supervision of a Principal, Senior and/or Associate level.
- Prepare calculations, plans, maps, details and specifications for review by a Principal, Senior, Associate and/or Assistant level.
- Prepare applications and documents.
- Meet with clients, contractors, agencies, and others.
- Limited marketing, including preparation of proposals and contracts.
- Supervise, train, and mentor Technicians, & Junior Engineers/Surveyors.
- Perform job-site visits.
- Engineers – Construction inspection.
- Surveyors – Field surveys as party chief or crew member.
- Acquire experience, skills, and education as necessary to become an Associate Engineer/Surveyor.

Qualifications:

Experience/Education: Two years as a JUNIOR ENGINEER/SURVEYOR or three years as a SENIOR TECHNICIAN. **Possession of a PE, SE or LS licensure is required.**

Knowledge: Proficiency in the use of personal computers, word processing software, AutoCAD, and civil/structural, surveying software as appropriate. Surveyors shall have proficiency in the operation of field survey equipment. Ability to make complex computations and to check plans, maps, calculations, details, and specifications. Excellent oral and written communication skills are required. A working knowledge of appropriate codes and regulations is required.

Physical Demands: Work is performed mostly in office settings. Some outdoor work is required and the employee is required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move heavy objects. The employee occasionally works in outside weather conditions that are hot, cold and/or wet. The employee occasionally works near moving mechanical parts and in high, precarious positions. The employee is occasionally exposed to traffic, hazardous plants, insects, reptiles, and animals.

Additional: Some local and/or out of town travel is required. Possession of a valid California Driver License and clean DMV report.

Salary:

\$54,000.00 to \$70,700.00