

City of Dallas
Classification Specification

Title:	Engineer Assistant	Class Code:	00701
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	10/01/14

Position Purpose:

Applies entry and intermediate-level engineering principles and practices in planning, designing, preparing and testing various construction, traffic, communication, and maintenance projects to develop or maintain the public infrastructure of the City of Dallas.

Essential Functions

1. Under the supervision of a registered Professional Engineer or other project manager, modifies and develops engineering plans and finds engineering solutions for problems in paving, drainage, water, wastewater, erosion control, traffic, communications, landfills, transfer stations, plant improvements, and other projects.
2. Reviews and prepares technical reports, engineering designs, and construction or process specifications to ensure projects conform to departmental requirements and city, state and federal regulations.
3. Communicates with other departments, citizens, consultants, contractors, and other government agencies to coordinate activities and provide information about projects.
4. Produces and maintains project records for use by department and outside agencies.
5. Assists in developing scopes of work (i.e., tasks and milestones) and project budgets to forecast construction schedules and establish project objectives or process operation, optimization, and enhancements.
6. Inspects and monitors construction or maintenance projects to ensure compliance with design specifications and contractual agreements.
7. Performs related duties as assigned.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Ability to apply engineering principles and drafting skills to design engineering plans for construction projects and process development.

Knowledge of project scheduling techniques and budget forecasting for construction projects and systems operation.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to read and understand engineering designs and plans and ability to perform engineering calculations and evaluations.

Basic knowledge of city regulations, department standards, and state and federal regulations which affect engineering design and operating activities.

Basic knowledge of construction (i.e., capital improvements) or maintenance (i.e., traffic lighting systems) practices and principles.

Ability to write technical and non-technical reports.

General knowledge and application of computer software packages.

Working Conditions and Hazards:

Work performed by this classification requires inspecting construction or maintenance sites which involves physical agility (i.e., kneeling, bending, walking, squatting, and twisting body).

Majority of work is performed indoors, however, inspection of work site requires driving to various locations and exposure to various weather conditions.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.