

B. Assistant Engineer

POSITION TITLE	Assistant Engineer
REPORTS TO	District Engineer
FLSA	Non-Exempt
SALARY	Pay Level 18
DATE CREATED	April 22, 2010
DATE LAST REVISED	February 5, 2020

POSITION SUMMARY

The purpose of the position and primary responsibilities. Briefly describe the major purpose or objective of the job. Simply stated, what are we attempting to accomplish in this position?

Assist the District Engineer in engineering, planning and right-of way management processes.

SUPERVISION AND ORGANIZATIONAL RELATIONSHIPS

The chart below lists specific supervisory responsibilities and organizational relationships.

Duties	YES OR NO	# OF FULL TIME EMPLOYEES
Supervise other employees	No	n/a
Instructs other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties)	Yes	9
Makes work assignments for others	Yes	4
Makes hiring and pay decisions	No	n/a
Recommends disciplinary action	No	n/a
Provide information to peers that they must carefully consider before making a decision	Yes	4
Provide information to supervisors/managers that they must carefully consider before making a decision	Yes	7

ESSENTIAL DUTIES

A list of essential duties which are the primary reasons why the position exists.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with the job will have a clear understanding of what it is that the job accomplishes.

Decisions Required: List the decisions the position makes to carry out the essential duties.

Frequency: Indicate how often does the incumbent perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Estimate how much of time is spent on each task. The percentages of all duties should equal 100% over a one-year period of time.

Required Response Time: Indicate how quickly the incumbent must respond to the task. This may be the time it takes to complete the task from start to end. This may be listed in minutes, hours, or days.

List of Essential Duties	Decisions Required	Frequency	% of Time Spent	Required Response Time
1. Oversee development activities; review of improvement plans, plat, and engineering study/report for compliance with District Standards; communicate with other governing agencies; coordinate property acquisition related to development; monitor construction for compliance with standards; and recommend revisions to District Standards.	Plans, plat, studies, or other development proposals comply with District standards. Construction of development improvements comply with plans and standards.	W	15	2-10 days
2. Oversee right-of-way management and permitting, including reviewing, issuing and inspecting right-of-way permits.	Proposed use and construction meets standards. Requirements for permit issuance met.	D	15	1 days

<p>3. Investigate concerns and perform engineering analysis related to roads, bridges, and drainage; develop alternatives; prepare cost estimates and budgets; recommend feasibility of projects; and provide technical data, reports, and presentations.</p>	<p>Criteria and parameters considered in analysis. Suitability of available data for analysis. Feasibility of any potential actions. Basis and unit costs for estimating.</p>	<p>W</p>	<p>10</p>	<p>1-2 weeks</p>
<p>4. Design engineering projects involving roads, storm drainage, bridges, and traffic control systems using CAD and other computer software; right-of-way research and coordinating right-of-way surveying; develop specifications, contract documents, cost and/or materials; coordinate and permit projects and related work; bid, inspect, and manage construction of projects.</p>	<p>Criteria and parameters considered in design. Requirements for or suitability of surveys, data collection, investigations, and existing documents/records for intended design. Contract provisions or specifications needed. Construction and contractual requirements are met.</p>	<p>D</p>	<p>30</p>	<p>1-2 months</p>
<p>5. Assist in conducting and preparing transportation plan elements and development of capital improvement plans and budgets.</p>	<p>Recommended prioritization of improvements based on need and available funds.</p>	<p>Q</p>	<p>5</p>	<p>1-2 months</p>

6. Assist in developing programs and policies for compliance with storm water permit and other requirements.	Policy and programs proposed met permit requirements.	O	5	2-4 weeks
7. Assist in developing, evaluating, and preparing reports for asset management programs for roads, signs, bridges, and drainage.	Threshold criteria for actions related to assets. Assessment criteria for assets.	O	5	1-2 months
8. Represent the Highway District with respect to projects, activities and development in responding to citizens' questions or concerns; at meetings or on committees; in coordinating with various agencies, utilities, and District staff.		D	10	1 day
9. Comply with federal, state, and district policies, procedures, and regulations.	District designs and development comply with standards	D	5	N/A

ON-CALL REQUIREMENTS

If the position is required to be on-call or take on-call shifts, please indicate any requirements or additional responsibilities that the incumbent is responsible for during the on-call shift.

List of On-Call Duties	Decisions Required	Frequency	% of Time Spent	Required Response Time (minutes)
None				

REQUIRED KNOWLEDGE AND SKILLS

This section identifies the types of knowledge and skill needed to perform the job at the entry level. List those required and not what might necessarily be acquired after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency, which can be demonstrated and are typically manual in nature and/or can be measured through testing.

Duty #	Knowledge & Skills
1-7	Knowledge of engineering principles and practices.
1,4,8	Fundamentals of engineering design.
1,3-5,7	Ability to operate computer applications for engineering and design.
1-8	Knowledge of road, storm drainage, and traffic control systems design.
1,3,4	Knowledge of public works construction project materials and methods.
1,3,4	Ability to interpret and develop engineering plans and specifications.
1,2	Idaho statues, County Ordinances, and other regulatory requirements.
1-4,8,9	Knowledge of safety regulations and procedures.
1-4,8	Dealing with the public, including maintaining composure in stressful situations.
1,2,8	Experience with county and city government organizations, operations and procedures.

EDUCATION REQUIREMENTS

What minimum level of education is needed to satisfactorily perform the job at entry level? Check the level that applies.

Education Level	Check if Required
Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)	
High School Diploma or equivalent (G.E.D.)	
Up to one year of specialized or technical training beyond high school	
Associate degree (A.S., A.A.) or two-year technical certificate	
Bachelor's Degree	X
Other (explain)	

EXPERIENCE REQUIREMENTS

What minimum level of experience is needed to satisfactorily perform the job at entry level?

Specific Experience Required	Number of Years
Engineering design of roadways, traffic, and drainage and/or administration of public works construction projects.	4

SPECIAL REQUIREMENTS

List any registrations, certifications or licenses that are required to hold the position. Be specific and do not abbreviate words or use acronyms.

Successful completion of the State Board of Professional Engineers Fundamentals of Engineering (EIT) Examination within six (6) months of hire date.
Valid Idaho driver's license.

MACHINES, TOOLS AND EQUIPMENT

List any machines, tools or equipment used in the work and show the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties previously listed above.

Duty #	Machines, Tools & Equipment	Frequency/Time
1-8	Personal computer, including CADD Software, spreadsheets, word processor, and engineering software	Daily/8 hours
3,4	Survey equipment including Global Positioning System (GPS), level, theodolite, and electronic distance measuring devices.	Occasionally/ 8 hours

DECISION MAKING AND JUDGEMENT

Describe three types of important decisions and judgments this positions makes regularly and independently in the performance of duties. Additionally, for what work does the position make the final decision? Provide examples. Lastly, does this position have authority to commit the organization to a course of action? Provide examples.

Development proposals, access requests, and other development comply with the appropriate standards and engineering practice.
Engineering principals, practices, and standards to apply in a variety of engineering evaluations and designs.
Construction of road, traffic, bridge, and drainage improvements comply with or are equivalent to the plans, specifications, or standards.
Position makes final determination of the design elements for road, traffic, bridge, and drainage projects.

PHYSICAL ACTIVITIES/REQUIREMENTS

This section defines the physical activities and requirements that are absolutely necessary to be able to do in order to perform the job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the Canyon Highway District No. 4 remains in compliance with the Americans with Disabilities Act.

Frequency How frequently is the activity performed?	Importance How important is the activity in accomplishing the job's purpose?
0 – Never	0 – Not important
1 – Annually	1 – Somewhat important
2 – Quarterly (at least 3 per year)	2 – Very Important
3 – Monthly (at least 8 per year)	3 – Extremely Important
4 – Weekly (at least 3 per month)	
5 – Daily (at least 3 per week)	

Physical Activity	Frequency	Importance
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	1	0
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	3	2
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	3	2
Kneeling: Bending legs at knee to come to a rest on knee or knees.	3	2
Crouching: Bending the body downward and forward by bending leg and spine.	3	2
Crawling: Moving about on hands and knees or hands and feet.	0	0
Reaching: Extending hand(s) and arm(s) in any direction.	3	2
Standing: Particularly for sustained periods of time.	2	2
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	3	2
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	2	1
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	2	1
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	3	1
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5	3

Grasping: Applying pressure to an object with the fingers or palm.	4	1
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	1	0
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5	3
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5	2
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three-dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5	3
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5	3

WORKING CONDITIONS

The working conditions section defines the physical environment this position is subjected to while performing job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. Please note, there is a choice for “Does Not Apply,” if most of your work is in an office setting.

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	X		
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	X		
Hazardous materials (chemicals, blood and other body fluids, etc.)	X		
Extreme temperatures	X		
Inadequate lighting	X		
Work space restricts movement	X		
Intense noise	X		
Travel	X		
Environmental (disruptive people, imminent danger, threatening environment)	X		
High-traffic areas (automobile traffic)	X		

CAREER PATH

Defines the Pay Steps within the position classification, and the minimum requirements for movement between steps. The Supervisor will draft a memo to the Director requesting approval to move an employee between steps. The memo will provide specific details describing the employee’s accomplishments meeting the various qualifications for movement.

All new employees will enter at Step 1 until they qualify for movement to a higher step. The time requirement in Step 1 will be waived for prior experience once training and skills levels are satisfactory to advance directly to Steps 2, 3 or 4 based on meeting all qualifications for the advancement.

Existing employees may be placed higher than Step 1 for lateral transfers or promotions provided that they meet all of the qualifications for the higher Step.

The listed requirements of training, skills and time within each Step are the minimum qualifications for that Step. Advancement to the next Step in the career path requires fully completing all of the listed training, skills and time requirements of the previous, current and next Step.

STEP 1

Training 1	<ul style="list-style-type: none"> • CHD4: First Aid/AED • ICRMP: District Personnel Policy Review • ICRMP: District Vehicle Use Policy Review • ICRMP: District Driver Safety Courses
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	<ul style="list-style-type: none"> • Engineer-In-Training Certification
Skills 1	<ul style="list-style-type: none"> • Proficiency with basic civil and transportation engineering work. • Demonstrated oral and written communications skills. • Treating the public and staff with diplomacy and tact. • Assist in management of right-of-way including issuing and inspecting right-of-way permits, implementing safety requirements for approaches, and other right-of-way permitting issues. • Perform research of right-of-way and recommend necessary right-of-way surveying. Develop legal descriptions and coordinate property acquisition. • Perform traffic engineering analysis of roadways and intersections. • Perform field engineering measurements using levels, tapes, and other surveying equipment. • Provide technical data, reports, and presentations to District staff and Commission. • Respond to citizens' questions and comments in a courteous and timely manner.
Time 1	Complete all training, acquire all listed skills within 1 year of employment or advancement to this position.

STEP 2

Training 2	<p>Maintain all training certifications required in Step 1 plus the following:</p> <ul style="list-style-type: none"> • ICRMP: Harassment Courses • ICRMP: Ethics in Government • ICRMP: Public Records Law • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor
Skills 2	<p>All Step 1 requirements plus the following:</p> <ul style="list-style-type: none"> • Perform site development improvement plan, plat, and engineering study/report reviews to assure compliance with District Standards and general engineering practice. Communicate with other governing agencies as needed. Perform field review of sites as necessary. • Perform engineering analysis and design of Highway District roads and associated features. Design engineering projects involving roads, storm drainage, bridges, and traffic control systems. Design work will require the use of CAD and other computer software. • Assist in the management of public right-of-way. • Investigate engineering concerns related to road improvement projects, develop alternatives, prepare cost estimates, and recommend feasibility of projects, as appropriate.

	<ul style="list-style-type: none"> • Assist in developing and evaluating asset management programs for roads, signs, bridges, and drainage. Prepare and update pavement management plan for roads. • Coordinate with various agencies, utilities, and District staff with respect to projects, activities and development. • Represent the Highway District on committees; attend meetings and conferences as directed.
Time 2	Complete all training, acquire all listed skills and serve at least 1 year in the prior Step to be eligible to advance to this step.

STEP 3

Training 3	Maintain all training certifications required in Step 2 plus the following: <ul style="list-style-type: none"> • PRIMA: Art of Communication • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor
Skills 3	All Step 2 requirements plus the following: <ul style="list-style-type: none"> • Provide construction engineering and observation on District and development projects. • Prepare MS4 and SWPPP reports/permits. • Develop specifications, contract documents, cost and/or materials estimates for work to be performed. Coordinate and prepare permit applications for project related work. Assist in the bidding and coordination of projects. • Represent the district as assigned before groups, task forces, agencies, committees and other public functions. • Perform road safety analysis.
Time 3	Complete all training, acquire all listed skills and serve at least 1 year in the prior Step to be eligible to advance to this step.

STEP 4

Training 4	Maintain all training certifications required in Step 3 plus the following: <ul style="list-style-type: none"> • ICRMP: Public Works Construction & Purchasing • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor
Skills 4	All Step 3 requirements plus the following: <ul style="list-style-type: none"> • Assist in developing programs and policies for compliance with storm water permit requirements. • Assist in conducting and preparing transportation plan elements, and development of capital improvement plans. • Research and develop revisions to the Highway District Standards. • Operate autonomously as the Assistant Engineer. • Function as the acting District Engineer while he/she is unavailable.

	<ul style="list-style-type: none"> • Oversees construction engineering and observation on District and development projects. • Performs basic traffic operations and capacity analysis relevant to District highway system. • Idaho Professional Engineer License
Time 4	Complete all training, acquire all listed skills and serve at least 1 year in the prior Step to be eligible to advance to this step.

STEP 5

Training 5	Maintain all training certifications required in Step 4 plus the following: <ul style="list-style-type: none"> • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor, AND • Successful completion of a BSU Leadership Development Program Certificate Course, or approved equal growth and development course relevant to the position,
Skills 5	Application of the skills received in the training noted above
Time 5	Complete all training, acquire all listed skills and serve at least 3 years in Steps 1 through 4 of this position to be eligible to advance to this Step.

STEP 6 (“acting” appointment in excess of 90 days)

Training 6	N/A
Skills 6	Fulfill all of the obligations of the vacant position being filled
Time 6	N/A