

METRO

Classification Description

TITLE: Assistant Engineer

Class No: 0306

Bargaining Unit: AFSCME 3580

Salary Range: 16E

Established:

FLSA: Exempt

Revised: 2007

Classification Summary:

Performs a variety of entry-level engineering assignments under supervision, including performing investigations and organizing technical information and providing support to Metro technical projects pertaining to planning activities.

Supervision Received:

Supervision is received from the Engineering Supervisor.

Supervision Exercised:

None

Distinguishing Features:

The Assistant Engineer classification is distinguished by the performance of entry-level professional assignments under close supervision or clearly defined direction.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks, which an employee in this classification may be expected to perform.

1. Collects and organizes historical base information affecting planning projects, policies and recommendations.
2. Assists in the development of general and technical reports and data summaries.
3. Maintains automated and manual data files and performs data entry of technical information for computer analysis and report generation.
4. Answers technical and routine inquiries. Provides technical data to agencies, contractors, consultants, and the public as directed.
5. Assists in reviewing technical products from contractors and technical plans of local agencies for compatibility with regional plans.

Secondary Functions:

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1. Performs other related duties as assigned.

Job Specifications:

A Bachelor's degree in civil engineering or related field and one year of relevant experience, including research, analysis and report writing; or any combination of experience and education which provides the applicant with the desired knowledge, skills, and ability required to perform the job. Possession of, or ability to obtain, Engineer Intern or Engineer-in-Training (E.I./ E.I.T.) certification from State of Oregon. Other requirements include, but are not limited to:

1. Knowledge of general civil engineering design and construction principles and methodologies.
2. Knowledge of and ability to use a computer.
3. Ability to work independently and as part of a team.
4. Ability to collect and perform analysis on technical data and make recommendations.
5. Ability to obtain and keep a valid driver's license.

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires good general hearing (both in person and over the phone), frequent standing, walking, talking and sitting. May also require occasional stooping, crawling, reaching, feeling, and repetitive motions of the hands/wrists, bending, and lifting or carrying up to 20 pounds.