



June 2008

ENGINEERING ASSISTANT

DEFINITION

Under general supervision, performs a variety of advanced administrative duties in support of the Capital Construction and Transportation Division, including assisting in the administration of engineering and construction contracts; ensures compliance with Federal, State, County, and City laws, rules, and regulations as engineering projects are budgeted, designed, and constructed; provides general office and administrative support, including document preparation, file maintenance, and data entry; provides information and assistance to City staff and the public; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Engineer. No direct supervision of staff is exercised. May provide technical direction and training to administrative staff.

CLASS CHARACTERISTICS

This is an advanced experienced-level administrative class in the Community Development Department responsible for performing a variety of engineering-related office support duties, including assisting in the administration of engineering and construction contracts, generating and reviewing a variety of legal documents, and performing various research and special projects. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and City activities, and extensive staff, public, and organizational contact. This class is distinguished from other administrative classes in that it requires specialized knowledge and skills pertaining to the City's engineering function, in addition to standard office support duties. This class is further distinguished from the Engineering Technician class series in that the latter performs complex and technical work that requires additional specialized knowledge and skill.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides administrative support to the City Engineer and senior professional staff by performing duties of an advanced, complex, and sensitive nature; acts as liaison between the Capital Construction and Transportation Division and other divisions and departments within the City.
- Assists in the contract bid advertisement process; prepares bid documents and schedules; coordinates and attends bid openings; identifies successful contractor and initiates contract process.
- Assists in the administration of engineering and construction contracts; determines the appropriate contract for use, completes contract documents from standard form templates, and submits to the purchasing division for authorization to proceed; prepares Notices of Award; verifies appropriate

consultant signatures and receipt of required insurance certificates, business licenses, performance bonds, maintenance bonds, and tax forms; prepares other necessary paperwork to initiate commencement of payments, such as Notices to Proceed; ensures record keeping and management of all pertinent documents and paperwork.

- Works with professional staff to obtain permits from appropriate agencies necessary for capital improvement projects to proceed.
- Assists with construction project progress payments; works with engineering inspectors to ensure unit items paid are accurate; reconciles contractors' estimated cost and actual construction cost and follows up on discrepancies.
- Processes consultant, contractor, and vendor invoices and payments.
- Reviews dedication and easement documents; ensures compliance with County Assessor's requirements; submits documents to division management for required signatures and initiates the official recording process.
- Collaborates with County Block Program staff to ensure that all documentation meets requirements to meet HUD deadlines for receiving Block Grant money for the City.
- Responds to inquiries and requests from City staff, consultants, and the public related to assigned functions; explains City policies and procedures and suggests solutions; refers specific issues and questions to the appropriate staff as necessary; follows up to ensure successful and satisfactory resolution.
- Schedules meetings for management staff and other City staff, outside agencies, and community and private groups; attends meetings and takes minutes; maintains the division's Project Update Report.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, reports, statistical reports, press releases, newsletter and website articles, and correspondence for division staff from rough draft, handwritten copy, verbal instructions or other material using a computer; inputs and retrieves data and text using a computer terminal.
- Reviews the division's web pages on the City website and ensures that division information is accurate and up-to-date regarding all programs and services.
- Provides lead direction and training to administrative and volunteer/intern/temporary staff in procedures related to assigned functions.
- Works with professional and management staff to establish written procedures or check lists to ensure compliance with all applicable laws, rules, and regulations; creates and maintains form templates for professional and technical staff.
- Assists in administration of special programs, including preparing and distributing administrative documents, responding to requests for information, generating reports, and updating database and files.
- Represents the division and the City at special events and ceremonies.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of engineering and construction contract administration in a public agency setting.
- Policies and procedures related to the operations of the division to which assigned.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Applicable Federal, State, and local laws, codes, and regulations.
- Record keeping principles and procedures.

- Modern office practices, methods, and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Apply and explain policies, procedures, and practices of the division to which assigned.
- Review engineering and construction contract and related documents for completeness and accuracy.
- Perform detailed office support work accurately and in a timely manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Understand and follow oral and written instructions.
- Make accurate arithmetic, financial, and statistical computations.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in civil engineering, mathematics, business or public administration, or related field and five (5) years of advanced administrative support and technical experience involving contract coordination or administration, preferably in the functional area of engineering, or two (2) years of experience equivalent to Senior Administrative Specialist within the Engineering Division at the City of Tigard.

Licenses and Certifications:

- Possession of a valid driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and

over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing City and departmental policies and procedures.