

Code No.: 311
Pay Grade: 15
Pay Range: Dependent Upon Qualifications
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City of Cambridge, Maryland

CLASS SPECIFICATION

Assistant Engineer

DEFINITION OF CLASS: *This is a highly responsible position within the Engineering Division with supervisory and technical work involving planning and coordinating Public Works-related engineering and planning activities, including design of roads, storm and sewer drains, etc., preparation of contracts and specifications, surveying, conducting engineering studies, and preparation of related reports. Working with state agencies, non-profit groups, and citizen volunteers. Work is performed under the general direction and guidance of the City Engineer and is reviewed through meetings, reports, and observation of effectiveness. This is a "Classified, Exempt" position.*

DUTIES *(Includes, but is not limited to):*

General Technical and Engineering

The position holder plans, coordinates, supervises and performs work involving land surveying, engineering design, construction and inspection of roads, storm water systems, sewer collection systems, tidal and flood water resistance measures and other work. This includes compiling cost and time estimates for engineering and planning projects and preparing contracts and specifications for City projects. The position holder will conduct feasibility studies, undertake field testing, and prepare appropriate engineering and planning reports for review by Local, State, or Federal officials.

Storm Water Management

The position holder will oversee the City's efforts to reduce pollutants to the receiving waters of the Choptank River.

A. Work with Concerned agencies, non-profits, and citizens

This will involve working with state officials, non-profit groups, and volunteers. He/she will attend meetings, prepare reports, and respond to inquiries from agencies and the general public.

B. Supervise the street sweeping function

This will include preparing the street sweeping schedule and managing its implementation. The City's street sweeping schedule will include all City streets with the goal of having every City street swept every month. The longer-range goal is to have all City streets swept monthly on a regular schedule for distribution to citizens so they might aid in the effort by parking or moving vehicles out of the line

of the street sweeper. The assistant to the City engineer will order all supplies associated with the function and track the tonnage picked up and provide a monthly report with said information.

C. Supervise City catch basin maintenance

This will include preparing the catch basin cleaning schedule and manage its implementation. The schedule will include cleaning all 600+ catch basins at least once annually. The longer-range goal will be to clean all catch basins at least once every 6 months.

D. Oversee the Development and Maintenance of “Green” Projects

The City constructed projects aimed toward improving storm water quality such as the Maryland Avenue sidewalks and street project and the Long Wharf parking lot project. The City will develop other “green” projects.

E. Assist any organized tree committee

The City may organize a committee to focus on the City’s tree canopy. Such a committee would be responsible for conducting an inventory and prepare and implement a plan to develop the canopy. The committee would need a City staff person to guide and assist its efforts.

Climate Change Initiatives

The position holder will work on climate change planning and preparation initiatives. This will involve working with federal and state agencies, regional and local non-profits, private and public property owners, and citizens to develop and implement measures to mitigate the projected impact.

The position holder will assist the City’s efforts to resist tidal swings and storm water surges. This will entail working with state and federal agency workers on assistance programs and grant applications and oversight.

Construction Project Work

The position holder will assist the city engineer in the oversight of private, public, and City construction projects throughout the City.

A. Review Plans of Construction Contracts as Directed

This involves providing technical engineering guidance, direction, or advice. It also involves working with consulting engineers and architects in the design and specification phase and is responsible for overall coordination, guidance and timely completion.

B. Inspect Construction Projects in Progress

This involves resolving engineering or contractor problems and preparing letters or reports as required.

C. Grant Applications and Award Oversight

The position holder will prepare grant applications and oversee award administration of projects as assigned.

D. Serve as Sustainable Maryland Coordinator

The position holder will prepare and file the requirements to obtain and maintain the Sustainable Maryland Certification unless otherwise directed.

Other Responsibilities

The position holder is responsible for reviewing pertinent literature and keeping abreast of current methods and procedures of an engineering and planning nature and implementing such practices when feasible.

The position holder performs other Engineering Division duties as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelors' Degree in Civil Engineering and applicable engineering experience is preferred; but not required.

Thorough knowledge of modern engineering principles, practices and procedures as applied to road and drainage system design and construction of other related civil engineering projects.

Ability to plan, organize, supervise, and coordinate the work of engineering personnel as well as other public works personnel.

Ability to establish and maintain effective working relationships with construction contractors and other consulting engineers and architects.

Ability to compile and prepare technical engineering and planning reports for Federal, State, or Local officials as required.

Ability to communicate effectively both orally and in writing.

Ability to deal courteously, tactfully and equitably with other employees and the public.

LICENSE:

Registration or eligibility for registration (with certification of registration) within one year of employment as an Engineer In Training (EIT) or Professional Engineer within the State of Maryland is preferred. The successful applicant will be required to maintain any current certifications or certifications achieved while under the City's employment.

Possession of a valid "Class C" Maryland Drivers License. License is to be in good standing and acceptable by the City of Cambridge's insurance company.

PHYSICAL ABILITIES:

Requires the ability to function both indoors in an office environment, and outdoors often under adverse weather conditions, walk in rough terrain, climb, negotiate obstacles, navigate crawl in concealed spaces, lift up to sixty (60) pounds.

Requires cardiovascular fitness to walk 400 yards over varying terrain.

Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, observe moving objects, and observe physical layouts.

Requires manual and finger dexterity to write and to operate microcomputers and other office equipment.

Requires the ability to alternatively sit and stand for sustained periods of time to observe construction and perform counter work.

OTHER:

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Classification Established: January 12, 2004

Revised: April 14, 2008

Revised: January 2020

I have read, understood, and accept the duties and requirements of the job description for the Assistant Engineer as set forth above.

Position Holder Print Name: _____

Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____