SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: PW Engineering Assistant

Revision Date:	05/08
EEO Function:	Streets/Hiways
EEO Category:	Admin Support
Status:	Non-Exempt
Control No:	30521

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the City Engineer, provides administrative and general engineering support and assistance as related to development review and other administrative and technical duties.

III. Essential Duties

- Coordinate engineering review for all residential and commercial development, including preliminary review of paperwork for accuracy.
- Provide assistance to the City Engineer and Traffic Engineer in reviewing plans for commercial and residential development.
- Coordinate with the City Engineer and Transportation Engineer all recommendations for approval.
- Performs elementary calculations to determine bond amounts for new development.
- Coordinate bond release inspections with Public Works, Public Utilities, Fire, Parks and Recreation, and the Community Development departments.
- Provide assistance to the City Engineering Staff by conducting reviews of bonds, developers submissions and development fees.
- Calculate fees and bonds for all new development. Coordinate all activities as related to development bonds, including: receiving, tracking, and releasing bonds.
- Maintain department and office paperwork and reports.
- Performs various customer service duties including responding to citizen inquiries both telephone and walk in.
- Performs various administrative and clerical duties including typing correspondence and other department documents, filing, and record keeping.

IV. Marginal Duties

- Perform various other administrative and clerical duties as needed.
- Perform other duties as assigned.

V. Qualifications:

Requirements: Valid Utah Driver's License is required.

Education: High school diploma required; two years college level training in engineering, construction management, business administration or related field required

Experience: Two years of construction, engineering, or office/business administration related experience required.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Correct English usage, spelling, vocabulary and arithmetic; general office practices, procedures and equipment; general principles of civil engineering, computer operations, construction methods.

Responsibility for: The exercise of discretion and judgement in dealing with the public and contractors under adverse conditions. Directing people to the proper individuals for the resolution of concerns. Responsibility for the care, condition, and use of computers, telephones and other office equipment.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; contact with other departments requiring tact and good judgement to avoid friction; contact with the public presenting data that may influence important decisions.

Tool, Machine, Equipment Operation: Regular use of a telephone, calculator, computer, plotter, and printer. Occasional need to drive.

Analytical Ability: Read plans and blueprints; follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; work independently with little supervision.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Constant seeing is required for the performance of all job tasks; moderate talking and hearing is necessary to deal with the public, employees, and other City personnel.

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; frequent exposure to stress caused by a need to meet deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY:_____ DATE:_____

PERSONNEL DEPT. APPROVED BY:_____ DATE:_____