CITY OF OCEANSIDE

REVISION: JANUARY 2006
CLASS CODE: 2503CE
UNIT: OCEA

SENIOR ENGINEERING STAFF ASSISTANT

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, to perform a variety of complex paraprofessional duties in support of assigned Engineering programs and functions including in the areas of counter assistance, plan checking, and inspection services; to provide assistance to developers, business owners, and homeowners through construction plan preparations and the process of acquiring permits; to conduct fee analysis and research; to ensure effective project monitoring and compliance of contractual terms and conditions; to identify developer project defaults and recommend demands on securities; to mediate between HOA's and the development community; to negotiate between the developer and the Engineering Division to resolve differences and provide continuity; to provide lead supervision of counter personnel and counter operations; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Engineering Staff Assistant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the more difficult and responsible types of duties assigned to classes within this series including those requiring the incumbent to possess strong analytical and problem solving skills to resolve critical and sensitive problems. Employees assigned to this classification are instrumental in establishing and/or maintaining effective relationships between the Engineering Division and a diverse group including homeowners, business owners, HOA's, financial institutions, surety companies, and developers. In addition, this classification assumes lead responsibility for development activities at the counter. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Advises developers, business owners, and engineers on the City's requirements for land division and new construction; advises homeowners on City's engineering requirements for building additions, lot splits, and new construction; provides advise and assistance in a variety of areas including design standards, grading, erosion control, improvement and landscape plans, plan checking process, security requirements, processing and impact fees and the method of calculation, possible processing incentives available, credits and reimbursement agreements, right-of-way permit requirements, and flood zone regulations; evaluates trip generation of proposed development for impact on thoroughfare system; calculates and collects processing and impact fees and allocates to appropriate accounts; reviews assigned reimbursement accounts for disbursement of funds; monitors completion of development projects to verify completion of public improvements; recommends release of securities and City's acceptance of work within the public right-of-way as appropriate; prepares staff reports, resolutions, and correspondence for assigned projects and agreements; conducts studies and provides recommendations to improve procedures to facilitate the development process; analyzes revenue sources, conducts fee studies and makes recommendations; manages assigned databases; provides training, guidance, direction, review of work, and corrective work for counter personnel and subdivision administrative staff.

MINIMUM QUALIFICATIONS

Knowledge of:

Pertinent Federal, State, and local laws, codes and regulations.
Modern construction practices, methods, and materials.
Modern office procedures, methods and equipment including computers and their application to engineering administration and data management.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Basic principles of accounting.
Mathematic principles.

Ability to:

Perform accurate and complex mathematical computations with speed and accuracy as applied to the calculation of fairly complex impact and development services fees.
Respond to requests and inquires from the general public, contractors, engineers and developers.
Interpret, explain, and apply City policies, procedures, and requirements to the general public, contractors, engineers and developers.
Deal firmly, tactfully, and fairly with contractors, engineers, developers and property owners.
Read and interpret construction plans, schematics, and blue prints.
Prepare clear and concise written and oral reports.
Analyze data and compute costs.
Analyze and solve problems.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience:

Two years of responsible paraprofessional engineering experience working in a municipal engineering department as a technician, plan checker or in a related field.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive public contact.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings.