

FERGUSON TOWNSHIP JOB DESCRIPTION

Job Title: Engineering Assistant

FLSA Status: Non-Exempt

Pay Grade: Hourly

Reports To: Township Engineer

Date: January 2024

JOB SUMMARY: The Engineering Assistant performs works in the field of Civil Engineering including the location, design, construction and maintenance of roads, storm sewers and other public facilities and also involves traffic engineering. The position requires interaction with general public, and work is performed under the administrative supervision of the Township Engineer.

DUTIES AND RESPONSIBILITIES: Assist with the daily tasks in the Public Works Department's-Engineering Section along with special projects.

Primary duties include:

- Utilize a hand held data collector and perform condition assessments on stormwater inlets and other infrastructure by visual evaluation and inputting data.
- Perform traffic control while another worker performs condition assessments on stormwater inlets in the roadway.
- Inspect construction projects and document work performed, conditions, equipment on site. Review engineering specifications and civil drawings for construction and compare to work completed by contractor. Document non-compliance.
- Measure and review quantities of work completed by contractor in the field
- Prepare daily reports

1. Other Duties may include:

- Assist the Township Engineer with the preparation of reports, information on estimates on any Township Engineering work projects or on questions
- Assist in completion of engineering and traffic studies as needed.
- Inspect, document condition, and collect data on public works assets
- Any other duties as assigned

QUALIFICATION REQUIREMENTS: The Engineering Assistant must consistently demonstrate knowledge of current engineering principles and practices in planning, design, location, construction, operation and maintenance of Public Works projects. Must consistently demonstrate the following:

- a. Ability to prepare, interpret and utilize surveys, engineering plans, maps and specifications
- b. Ability to deal with contractors
- c. Ability to utilize and understand computer spreadsheets and databases and use a data collector, computer, or tablet

EDUCATION AND/OR EXPERIENCE

- High School diploma and college courses in an engineering curriculum
- Must also have excellent written and oral communication skills and interpersonal skills
- Valid Pennsylvania Drivers License

SKILLS AND ABILITIES

- Computer Literacy
- Ability to receive, interpret and communicate information accurately in written and oral form
- Ability to perform basic engineering calculations
- Ability to operate Trimble GPS unit and data collector to collect field survey information

Engineering Assistant

LANGUAGE SKILLS:

- Ability to communicate effectively with staff, contractors, engineers, and the public.
- Ability to comprehend and prepare reports.

MATHEMATICAL SKILLS

- Ability to utilize algebra, geometry, trigonometry, calculus to solve problems

REASONING ABILITY

- Ability to anticipate challenges and take appropriate action to avoid them.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT: The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as standing, climbing, balancing stooping, kneeling, reaching, pushing, pulling, walking, lifting (up to 50 pounds), fingering, grasping, talking, hearing/listening, seeing/observing and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; receiving detailed information through oral communications and/or to make fine distinctions in sound.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment: The work environment may include some or all of the following.

- Work outdoors, at times, in all types of weather and may be exposed to vehicular traffic, construction equipment, intense or continuous noise, air contamination (dust, fumes, odors).
- Ability to work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
- Work indoors, at times, under distractions, such as telephone calls, interruptions and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.

Employee's Signature_____

Date:_____