

CLASSIFICATION ADDENDUM

Job Title: Engineering Assistant

Classification Specification: Administrative Specialist

Barg Unit: OPE

Pay Grade: B22

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Engineering Assistant performs paraprofessional contract administration, project coordination and participation, recordkeeping duties, customer and vendor assistance; budget and capital improvement planning/monitoring support; monitors submittals; tracks progress of payments; maintains various reports, records, summaries; assists in the review of specifications for completeness and accuracy; prepares bid tabulations; prepares and reviews various documents. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of engineering with an emphasis on experience in contract administration, project coordination, project or statistical recordkeeping, or engineering office support.

Licensing Requirements:

- N/A

Knowledge:

- Principles and practices of construction contract administration;
- Rules, regulations, procedures relating to public works construction, within the scope of the position;
- Contract bidding, submittal processing;
- Basic public works plans and specifications;

Skills: *(Demonstrated skill in performing the following)*

- Interpreting, applying, and explaining relevant division rules, regulations, procedures;
- Performing paraprofessional contract administration, project coordination, and project recordkeeping.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

Addendum History

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