



Civil Engineering Assistant

SUMMARY

With supervision, provides basic engineering support in a variety of programs and projects. This position supports the review of engineering policies and standards, capital improvement projects and public works construction. Duties include assisting in the review of designs and plans, gathering and compiling data, tracking and coordinating projects, and resolving complaints. Employees review proposals and plans for compliance with federal, state, local and City regulations and codes. These positions perform simple to technically complex research and make recommended decisions regarding methodologies that will be used for analysis. Employees in this position will have direct contact with the public and will respond to general technical questions regarding specific areas of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

All duties will be performed under the supervision and guidance of the Engineering Director or designee. Duties may include but are not limited to:

- Assisting with capital project delivery items (plan review, field research, utility coordination, public outreach, environmental documentation);
- Assisting in developing plans and road standard details (ACAD, Bluebeam);
- Conducting field inspections and site visits;
- Assisting with Citizen Action Request response;
- Conducting independent research, data collection, and report writing;
- Other duties as assigned.

QUALIFICATIONS

Minimum Required Qualifications:

- Enrolled in an undergraduate or graduate program with major in Civil Engineering, Construction Management, or similar field;
- Available to work up to 40 hours per week (flexibility for studies and testing will be accommodated);
- Able to stand, walk and/or sit for long periods of time;
- Able to bend, and able to lift objects up to 50 lbs;
- Able to work in the office and in the field under normal weather conditions;
- Able to operate conventional motor vehicles;
- Must possess a valid Washington state driver's license and have a 3-year driving record acceptable by the City. Please note: A driving history check will be conducted as a condition of employment.

Preferred Qualifications and Skills:

- Excellent written and oral communication skills;
- Attention to detail, especially in public-facing correspondence;
- Proficiency with Microsoft Office Suite, including Word and Excel;
- Experience with ArcGIS software;
- Experience with AutoDesk AutoCAD software;
- Ability to conduct independent research.

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, weather conditions, and proximity to moving equipment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. however this position may require an earlier work hour schedule depending on construction activity.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for sick leave

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Engineering

FLSA: Non-Exempt

City of Kenmore

Revised: 04/2025