

**ASSISTANT CIVIL ENGINEER**

**Duties and Responsibilities**

Under supervision, performs civil engineering work of moderate difficulty and responsibility; may supervise subordinate employees; performs related work.

**Examples of Typical Tasks**

Supervises a small unit or group engaged in the performance of work in design, construction supervision, inspection and materials testing, or drafting and tracing.

Engages in research, investigation, or studies related to the engineering functions or activities of a department or agency.

Develops drawings, writes specifications and prepares estimates of quantities; checks shop drawings.

Participates in field surveys as chief of survey party or in other capacities.

Participates in inspection operations by observing, checking and certifying the installation of materials and equipment, attests to equipment performance and tests of materials.

Reviews or examines plans for the construction, demolition or alteration of structures to comply with the provisions of law, rule or regulation.

