SENIOR ASSISTANT ENGINEER

POSITION TITLE	Senior Assistant Engineer
REPORTS TO	District Engineer
FLSA	Non-Exempt
SALARY	Pay Level 21
DATE CREATED	August 31, 2022
DATE LAST REVISED	August 31, 2022

POSITION SUMMARY

The purpose of the position and primary responsibilities. Briefly describe the major purpose or objective of the job. Simply stated, what are we attempting to accomplish in this position?

Under supervision of the District Engineer, independently perform planning, engineering design, and project management tasks for programs and individual projects to support the District's operations, maintenance, capital projects, and development entitlement needs.

SUPERVISION AND ORGANIZATIONAL RELATIONSHIPS

The chart below lists specific supervisory responsibilities and organizational relationships.

Duties	YES OR NO	# OF FULL TIME EMPLOYEES
Supervise other employees	No	n/a
Instructs other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties)	Yes	12
Makes work assignments for others	Yes	4
Makes hiring and pay decisions	No	n/a
Recommends disciplinary action	No	n/a
Provide information to peers that they must carefully consider before making a decision	Yes	6

Provide information to supervisors/managers that they must carefully consider before making a decision.	Yes	10

ESSENTIAL DUTIES

A list of essential duties which are the primary reasons why the position exists.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with the job will have a clear understanding of what it is that the job accomplishes.

Decisions Required: List the decisions the position makes to carry out the essential duties.

Frequency: Indicate how often does the incumbent perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Estimate how much of time is spent on each task. The percentages of all duties should equal 100% over a one-year period of time. *Senior Assistant Engineers may have a specific focus (capital projects, maintenance projects, regulatory permitting) which may alter the estimate of time spent depending on District needs and the applicant's skills. The range of time spent shown below is approximate only, and does not sum to 100%.*

Required Response Time: Indicate how quickly the incumbent must respond to the task. This may be the time it takes to complete the task from start to end. This may be listed in minutes, hours, or days.

List of Essential Duties	Decisions Required	Frequency	% of Time Spent	Required Response Time
Operations Supports asset management programs and provides engineering for road/bridge maintenance and traffic operations. Support technical and construction staff in meeting maintenance goals.	Project engineering meets District standards and accepted engineering practices.	W	5-10	2-4 weeks

Permitting & Right-of-Way Management Provide guidance and oversight for right-of-way management and permitting, including reviewing, issuing and inspecting right-of-way permits.	Proposed use and construction meets standards, engineering best practices, and District goals. Oversight of permit closeout.	O	0-5	1 days
Land Use Planning & Development Manage development activities; coordinate development review procedures, provide quality assurance reviews of development permitting activities for compliance with District Standards; communicate with other governing agencies; manage property acquisition related to development; and recommend revisions to District Standards.	Development proposals meet long range transportation plans and capital improvement plans. Establish and enforce Development Agreement terms and conditions.	D	15-30	1-2 weeks

Design & Construction Oversee and manage design of engineering projects involving roads, storm drainage, bridges, and traffic control systems; lead consultant selection teams, negotiate and develop scope of work and consultant contracts, manage project schedules, PSE development, contract documents, cost and/or materials estimate coordinate and project permitting and related work; Lead bidding, contract management, construction inspection, and oversee project management team.	Responsible as project engineer and project manager.	D	20-40	6-12 months
Project Planning & Analysis Act as project lead for transportation planning studies, capital improvement plans, corridor plans and/or specific projects. Develops and recommends preferred project alternatives. Implements adopted plans via District and development projects. Acts as impact fee administrator for one or more service areas. Coordinates planning functions with partner agencies and public outreach.	Criteria and parameters considered in analysis. Recommend project feasibility and preferred alternatives. Responsibility as project engineer and/or impact fee administrator.	W	20-40	6-12 months

Adminstration Assists in development and implementation of agency goals, policies, and partnerships. Represents the District with partner agencies, committees, and serves as Acting District Engineer when the District Engineer is absent.	District policies and standards are consistent with best engineering practices. District's needs and interests are represented to the public.	M	5	1 day
Regulatory Permitting & Compliance Comply with federal, state, and district policies, procedures, and regulations. Assist in development of polices or policy changes to meet regulations and/or district goals. Leads or assist in developing programs and policies for compliance with storm water permit and other state and federal regulations.	Ensure District projects and practices follow permit requirements and applicable regulations. Develop District policies and procedures to meet regulatory requirements.	M	5	1-2 months
Asset Management Lead asset management tasks for specific asset categories (i.e.; signs, or bridges), develop maintenance and replacement programs for these categories.	Prioritization of maintenance needs. Select maintenance/replacement methods with cost-benefit justification.	A	5	2-4 weeks

Public Outreach Independently represents the Highway District with respect to projects, activities and development in responding to citizens' questions or concerns; at meetings or on committees; in coordinating with various agencies, utilities, and District staff.	District needs and interests are conveyed in a professional and courteous manner. Public comments are received, evaluated, and incorporated in projects and policy as appropriate.	O	5	1-2 weeks
Supervision Mentors junior engineers and employees in technical and career development.		O	<5	1 week

ON-CALL REQUIREMENTS

If the position is required to be on-call or take on-call shifts, please indicate any requirements or additional responsibilities that the incumbent is responsible for during the on-call shift.

List of On-Call Duties	Decisions Required	Frequency	% of Time Spent	Required Response Time (minutes)
None				

REQUIRED KNOWLEDGE AND SKILLS

This section identifies the types of knowledge and skill needed to perform the job at the entry level. List those required and not what might necessarily be acquired after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency, which can be demonstrated and are typically manual in nature and/or can be measured through testing.

Duty #	Knowledge & Skills
1-7	Good breadth and depth of knowledge of transportation engineering principles and practices.
1,4,8	Specialized knowledge of engineering design.
1,3-5,7	Ability to operate computer applications for engineering and design.
1-8	Knowledge of road, storm drainage, and traffic control systems design.
1,3,4	Knowledge of public works construction project materials and methods.
1,3,4	Ability to independently interpret and develop engineering plans and specifications.
1,2	Federal laws and rules, Idaho statues, County Ordinances, and other regulatory requirements affecting the operations and projects of the District.
1-4,8,9	Knowledge of safety regulations and procedures.
1-4,8	Excellent public communication skills, including maintaining composure in stressful situations.
1,2,8	Experience interacting with and establishing parterships with county and city government organizations, operations and procedures.

EDUCATION REQUIREMENTS

What minimum level of education is needed to satisfactorily perform the job at entry level? Check the level that applies.

Education Level	Check if Required
Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)	
High School Diploma or equivalent (G.E.D.)	
Up to one year of specialized or technical training beyond high school	
Associate degree (A.S., A.A.) or two-year technical certificate	

Bachelor's Degree	X
Other (explain)	

EXPERIENCE REQUIREMENTS

What minimum level of experience is needed to satisfactorily perform the job at entry level?

Specific Experience Required	Number of Years
7 years Engineering design of roadways, traffic, and drainage works; and/or administration of public works construction projects. 2 years' experience in engineering project development and implementation with a government agency.	7

SPECIAL REQUIREMENTS

List any registrations, certifications or licenses that are required to hold the position. Be specific and do not abbreviate words or use acronyms.

Registered Professional Engineer (Civil Engineering) in Idaho.
Valid Idaho driver's license.

MACHINES, TOOLS AND EQUIPMENT

List any machines, tools or equipment used in the work and show the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties previously listed above.

Duty #	Machines, Tools & Equipment	Frequency/Time
1-8	Personal computer, including CADD Software, spreadsheets, word processor, and engineering software	Daily/8 hours
3,4	Survey equipment including Global Positioning System (GPS), level, theodolite, and electronic distance measuring devices.	Occasionally/ 8 hours

DECISION MAKING AND JUDGEMENT

Describe three types of important decisions and judgments this positions makes regularly and independently in the performance of duties. Additionally, for what work does the position make the final decision? Provide examples. Lastly, does this position have authority to commit the organization to a course of action? Provide examples.

Manages design and construction of complex development or capital improvement projects with mulitple agency partners or stakeholders.
Assess development impact fees for large projects, or those with extraordinary impacts. Negotiate and develop agreement with developer for construction of system and project improvements, including reimbursements or credits.
Responsible for final engineering decisions for road, bridge, traffic and drainage projects.

PHYSICAL ACTIVITIES/REQUIREMENTS

This section defines the physical activities and requirements that are absolutely necessary to be able to do in order to perform the job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the Canyon Highway District No. 4 remains in compliance with the Americans with Disabilities Act.

Frequency **How frequently is the activity performed?**	**Importance** **How important is the activity in accomplishing the job's purpose?**
0 – Never	0 – Not important
1 – Annually	1 – Somewhat important
2 – Quarterly (at least 3 per year)	2 – Very Important
3 – Monthly (at least 8 per year)	3 – Extremely Important
4 – Weekly (at least 3 per month)	
5 – Daily (at least 3 per week)	

Physical Activity	Frequency	Importance
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	1	0
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	3	2
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	3	2
Kneeling: Bending legs at knee to come to a rest on knee or knees.	3	2
Crouching: Bending the body downward and forward by bending leg and spine.	3	2
Crawling: Moving about on hands and knees or hands and feet.	0	0
Reaching: Extending hand(s) and arm(s) in any direction.	3	2
Standing: Particularly for sustained periods of time.	2	2
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	3	2
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	2	1
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	2	1

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	3	1
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5	3
Grasping: Applying pressure to an object with the fingers or palm.	4	1
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	1	0
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5	3
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5	2
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three-dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to identify and distinguish colors).	5	3

Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5	3

WORKING CONDITIONS

The working conditions section defines the physical environment this position is subjected to while performing job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	X		
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	X		
Hazardous materials (chemicals, blood and other body fluids, etc.)	X		
Extreme temperatures	X		
Inadequate lighting	X		
Work space restricts movement	X		
Intense noise	X		
Travel	X		
Environmental (disruptive people, imminent danger, threatening environment)	X		
High-traffic areas (automobile traffic)	X		

CAREER PATH

Defines the Pay Steps within the position classification, and the minimum requirements for movement between steps. The Supervisor will draft a memo to the Director requesting approval to move an employee between steps. The memo will provide specific details describing the employee's accomplishments meeting the various qualifications for movement.

Senior Assistant Engineers may have specialized areas of responsibility (eg: maintenance and asset management, capital projects, development entitlements) where specific skills listed below may be outside of their typical work responsibility or area of expertise. Similar skill development and competency within their area of specialty may be substituted when evaluating qualifications for Step advancement.

All new employees will enter at Step 1 until they qualify for movement to a higher step. The time requirement in Step 1 will be waived for prior experience once training and skills levels are satisfactory to advance directly to Steps 2, 3 or 4 based on meeting all qualifications for the advancement.

Existing employees may be placed higher than Step 1 for lateral transfers or promotions provided that they meet all of the qualifications for the higher Step.

The listed requirements of training, skills and time within each Step are the minimum qualifications for that Step. Advancement to the next Step in the career path requires fully completing all of the listed training, skills and time requirements of the previous, current and next Step.

STEP 1

Training 1	• CHD4: First Aid/AED • ICRMP: District Personnel Policy Review • ICRMP: District Vehicle Use Policy Review • ICRMP: District Driver Safety Courses • Flagger Certification • Idaho Professional Engineering License (Civil Engineering)
Skills 1	• Demonstrated oral and written communications skills. • Treating the public and staff with diplomacy and tact. • Demonstrate successful management of capital improvement or significant maintenance project.

	• Perform research of right-of-way and recommend necessary right-of-way surveying. Develop legal descriptions and coordinate property acquisition. • Perform traffic engineering analysis of roadways and intersections. • Oversee and provide quality assurance for District and contracted survey and engineering work. • Provide technical data, reports, and presentations to District staff and Commission. • Respond to citizens' questions and comments in a courteous and timely manner.
Time 1	Complete all training, acquire all listed skills within 1 year of employment or advancement to this position.

STEP 2

Training 2	Maintain all training certifications required in Step 1 plus the following: • ICRMP: Ethics in Government • ICRMP: Purchasing & Procurement Laws & Rules • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor
Skills 2	All Step 1 requirements plus the following: • Independently develop conditions of approval for development agreements, preliminary plats, and final plats. • Coordinate development traffic impact mitigation with partner agencies. • Act as project lead for District maintenance programs and/or projects within a specific asset category (bridges, roads, signs, etc...) • Oversee and direct management of public rights-of-way. • Lead management of federal aid or state grant project. • Independently provide impact fee assessments for multi-family, commercial, or industrial developments. • Independently represent the Highway District on committees and at public meetings; attend meetings and conferences as directed.
Time 2	Complete all training, acquire all listed skills and serve at least 1 year in the prior Step to be eligible to advance to this step.

STEP 3

Training 3	Maintain all training certifications required in Step 2 plus the following: • PRIMA: Art of Communication or as approved • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor
Skills 3	All Step 2 requirements plus the following: • Act independently as the Impact Fee Administrator for one or more service areas. • Independently prepare contract documents and provide contract management and closeout for public works construction. • Provide mentorship and technical development assistance to junior engineers and technical staff. • Develop annual budget for capital improvement projects within one or more service areas. • Represent the District as assigned before groups, task forces, agencies, committees and other public functions. • Lead development and implementation of District policy relating to agency coordination, transportation planning, project cost sharing, or similar long-range effort.
Time 3	Complete all training, acquire all listed skills and serve at least 1 year in the prior Step to be eligible to advance to this step.

STEP 4

Training 4	Maintain all training certifications required in Step 3 plus the following: • BSU Leadership Development Program Certification or approved equal growth and development course relevant to the position. • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor
Skills 4	All Step 3 requirements plus the following: • Lead update to existing or creation of new capital improvement plan. • Demonstrate proficiency in grant writing for federal, state or other programs. • Develop annual budget(s) for pavement, bridge, and other asset maintenance projects. • Operate autonomously as the Senior Assistant Engineer. • Function as the acting District Engineer while he/she is unavailable.

Time 4	Complete all training, acquire all listed skills and serve at least 1 year in the prior Step to be eligible to advance to this step.

STEP 5

Training 5	Maintain all training certifications required in Step 4 plus the following: • At least 2 courses, seminars, webinars and/or podcasts approved by supervisor, AND • Successful completion of 6 or more university credits hours of coursework in engineering relevant to the position and approved by the supervisor, or approved equal professional development.
Skills 5	Application of the skills received in the training noted above
Time 5	Complete all training, acquire all listed skills and serve at least 3 years in Steps 1 through 4 of this position to be eligible to advance to this Step.

STEP 6 ("acting" appointment in excess of 90 days)

Training	N/A
Skills 6	Fulfill all of the obligations of the vacant position being filled
Time 6	N/A