

## ENGINEERING TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION**

Under general supervision, performs a variety of technical support duties for the Public Works and Engineering Department including public capital project support, processing, reviewing development applications and referrals, processing encroachment permits, revising Engineering Design Standards, maintaining plan files and engineering records, coordinating internal and external work orders with Public Works field staff. ; and performing related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and managerial staff. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level classification that performs the full range of technical work to ensure the coordination of engineering projects, including map and plan review, permit processing and issuance, review, processing and providing comments for development applications. Responsibilities require the use of tact, discretion, and independent judgment and frequent interaction with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the professional engineering series in that the latter is a professional level requiring completion of a four- year degree.

### **ESSENTIAL FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations.*

- Coordinates public capital projects including processing plans and maps, ensuring receipt of required forms and documentation, following bidding procedure including advertising, bid opening and bid award and coordination with City staff, consultants and contractors.
- Ensures timely processing and issuance of encroachment permits; supports the processing of sewer and/or water connection requests; receives and review bonds; provides information to appropriate staff, developers, and contractors; ensures compliance with City standards.
- Tracks funds in project accounts; answers questions and resolves issues with developers, contractors, and others as necessary.
- Coordinates Landscaping and Lighting Assessment District proceedings, including gathering and reviewing data, preparing Council items, and preparation of the annual Engineer's Report..
- Receives and reviews submitted engineering plans, maps, and related documents for plan check; routes documents to consultants or developers preceding and following plan review; tracks status of plan checks and original documents; advises appropriate parties of revisions.
- Receives and responds to information requests for base maps, parcel maps and improvement plan information, encroachment permits, benchmarks, and other geographical data; retrieves plans, reports, permits, and files as necessary to comply with requests; responds to complaints from the public and resolves conflicts between owners, contractors, developers, utility companies, and others.

- Assists with a variety of infrastructure maintenance projects, including developing specification and construction administration.
- Utilizes Geographic Information System (GIS) to research maps for reports, plans, and other projects.
- Performs a wide variety of routine to complex administrative duties in support of the Public Works and Engineering Department; establishes and maintains filing and tracking systems; creates and modifies forms as necessary; prepares and proofreads a wide variety of correspondence, legal descriptions, letters, memoranda, reports, and other written materials; organizes and assembles documents; verifies accuracy of information; researches discrepancies and records information.
- Maintains and updates engineering records, project files, tracking lists, permit records, and other files, including grading, encroachments, improvement plans, storm drain, landscaping, and final maps.
- Applies departmental policies and procedures in determining completeness of forms, records, and reports; provides information and forms to the public; processes appropriate information.
- Performs Public Works Inspector duties as assigned.
- Performs other duties as assigned.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the knowledge Abilities and Skills necessary to perform essential duties of the position)*

**Knowledge of:**

- Basic civil engineering principles, practices, and methods applicable to office and field work involving the design, construction, and maintenance of public works projects.
- Basic design and construction practices and methods of public works infrastructure. Engineering plan types, review practices, and permit filing and approval procedures.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Technical engineering mathematics.
- Technical report writing practices and procedures.  
Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work. English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**Ability to:**

- Understand and explain City policies, procedures, fees, and basic engineering regulations to the general public, developers, contractors, and City staff.
- Deal tactfully with the public and others in providing information, answering questions, and providing customer service.
- Perform responsible technical engineering support work with accuracy and minimal supervision.
- Read and interpret engineering plans, technical drawings, specifications, and maps.  
Make accurate mathematical and basic engineering calculations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Respond to and effectively prioritizing multiple phone calls, walk-up traffic, and other requests. Operate office equipment and computer applications related to the work.
- Make sound, independent decisions within established policy and procedural guidelines.  
Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish ,maintain positive effective working relationships with those contacted in the course of

work. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Proficient with programs used in office work including word processors, pdf editors, record management, enterprise accounting, document review, and document processing.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by completion of a vocational/technical program or two (2) years of college-level coursework in civil engineering, drafting, surveying, mathematics, or related field and two (2) years of engineering technician experience.

**Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking in work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FLSA: Non-Exempt