

RESOLUTION NO. 19-105

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,  
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,  
RESOLUTION NO. 77-111, BY ADOPTING A NEW JOB  
CLASSIFICATION SPECIFICATION FOR ENGINEERING  
TECHNICIAN

**WHEREAS**, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a "mutual obligation" to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

**WHEREAS**, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

**WHEREAS**, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

**WHEREAS**, the City of Carson desires the new classification specification of **ENGINEERING TECHNICIAN** to provide a current and accurate description of the various duties performed by said position; and

**WHEREAS**, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **ENGINEERING TECHNICIAN**.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:**

**Section 1.** The above recitals are true and correct.

**Section 2.** The revised classification specification for **ENGINEERING TECHNICIAN**, attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted. *THE ADOPTION OF THE JOB SPECIFICATIONS OF THESE CLASSIFICATIONS IS SUBJECT TO THE COMPLETION OF THE MEET CONFER PROCESS OR IMPASSE.*

**Section 3.** The City Clerk shall certify to the adoption of this resolution and deem it effective as of May 14, 2019, the same shall be in force and effect.

**PASSED, APPROVED and ADOPTED** this 14<sup>th</sup> day of May, 2019.

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**MAYOR ALBERT ROBLES**

**ATTEST:**

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**CITY CLERK DONESIA GAUSE**

**APPROVED AS TO FORM:**

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**CITY ATTORNEY**

STATE OF CALIFORNIA       )  
COUNTY OF LOS ANGELES   ) ss.  
CITY OF CARSON               )

I, Donesia Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 19-105 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 14<sup>th</sup> day of May 2019, and that the same was passed and adopted by the following vote:

**AYES: COUNCIL MEMBERS:**

**NOES: COUNCIL MEMBERS:**

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: \_\_\_\_\_  
City Clerk

## **ENGINEERING TECHNICIAN**

### **Job Summary:**

Under general supervision, performs a variety of entry-level office and field engineering work; computer-aided draft design (AutoCAD); maintains plan files and records; assists with technical support to the engineering staff; primary contact person in providing assistance to city staff and the public on private development issues, plan check services and issuance of permits; filters general inquiries; performs other related work as assigned.

### **Essential duties and responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Issue permits (construction, excavation, and encroachment) to contractors and utility companies.
2. Explain city codes, permits, and statute requirements, engineering specifications and other related municipal, state and federal regulations to construction contractors, architects, builders, property owners, and the general public.
3. Assist with the preparation of project plans and specifications for various capital improvement projects (CIP) program including street improvements and park projects; reviews development plans.
4. Prepare, assemble, verify and review quantity and cost estimates and fee calculations.
5. Research and provide utility maps, plans, exhibits, charts, and diagrams to city staff, contractors and the public.
6. Perform field verifications and field data collection.
7. Research material for construction plan design.
8. Compute mathematical calculations related to drafting and basic engineering.
9. Assist in preparing computer-aided drawings from engineering sketches, survey field notes and other data for use in the design and construction of a variety of public works projects.
10. Perform basic engineering and administrative duties related to the planning, design, and construction of public right-of-way facilities and infrastructure.
11. Assist with various types of presentations.
12. Perform other related duties as required.

### **Qualification Guidelines**

A typical way to obtain the requisite qualifications to perform the duties of this class as follows:

**Education and/or Experience:**

Associate's degree with courses in engineering or drafting. Experience performing technical civil engineering support work and computer-aided design drafting (AutoCAD). Experience and/or education in a related field may be substituted on a year for year basis.

**Knowledge of:**

- Basic Engineering principles, practices, and problem solving
- Principles and techniques of Auto CAD software
- Public works related codes, ordinances and standards
- Practices and procedures related to problems and projects in the field of public works, construction or private land development
- Applicable regulatory agencies and organizations
- Modern and complex administrative support principles and practices
- Occupational hazards and standard safety practices
- Personal computer software such as Microsoft Office Suite
- Office practices and procedures
- General record keeping practices
- Basic research, statistical and analytical methods
- Basic plan check/review

**Skill and Ability to:**

- Interpret field survey notes
- Maintain accurate records and prepare clear and concise reports
- Identify and analyze problems and take effective corrective action
- Compile, analyze and evaluate data
- Interpret, explain and apply policies and procedures
- Effectively communicate orally and in writing
- Establish and maintain effective working relationships with others
- Operate computers and related software

**License:**

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in the class normally:

- Require the mobility to stand, stoop, reach and bend

- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Are subject to inside and outside environmental conditions.
- Require the ability to walk long distances, including uneven terrain
- May be required to use city and/or personal vehicles in the course of employment
- May be required to attend periodic evening meetings and/or travel within and out of city boundaries to attend meetings
- May be required to work evenings and weekends.

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