

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. Processes and issues permit applications (construction, excavation and encroachment) for contractors and utility companies.
2. Explain city codes, permits, statute requirements, engineering specifications and other related municipal, state and federal regulations to contractors, 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 general public.
6. Compute mathematical calculations related to drafting and basic engineering.
7. 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.
8. Perform basic engineering and administrative duties related to the planning, design, and construction of public right-of-way facilities and infrastructure.
9. May be minimally required to perform field verifications and field data collection.
10. Assist with various types of presentations.
11. 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. Minimum of one (1) year of 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 AutoCAD 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
- Ability to compute mathematical calculations
- 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.
- May be required 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.