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| Position: Engineering Technician II        | AFSCME Union     |
| Department/Site: Public Works/City Hall    | FLSA: Non-Exempt |
| Evaluated by: Development Projects Manager | Salary Grade: 31 |

### **Summary**

Performs basic paraprofessional engineering field and office duties, technical support to engineers and assignments involving basic plan review, processing and issuance of public works permits, inspection of construction, researching technical documents and providing technical information to the public, and technical writing. Works directly with internal and external customers to explain codes. Requires strong organizational skills.

### **Distinguishing Career Features**

The Engineering Technician II is the second level, in a three-tiered technical career ladder encompassing a range of duties including field data collection, construction inspection, and other engineering support functions. Engineering Technician represents a broadly defined classification where incumbents may specialize in field work, inspection, construction permitting, engineering development services, or serve as a generalist. Advancement to Engineering Technician II requires demonstrated proficiency of Engineering Technician I duties plus at a minimum demonstrated ability to interpret and apply codes, efficiently process permits, and assist with construction inspections depending on the assigned duties. The Technician II must also demonstrate the ability to set and meet assigned project schedules. Advancement to Engineering Technician III requires at a minimum the ability to perform work across a wide range of design, construction support, and permit issuance duties.

### **Essential Duties and Responsibilities**

The Engineering Technician II is capable of performing the following, but may be assigned a portion depending on the needs of the department:

- Responds to customer and public inquiries. Explains and interprets codes, policies, standards, fees, and procedures to contractors, engineers, architects, and other public or utility organization employees to resolve problems, improve their understanding of City programs and to ensure adherence to procedures in complex technical matters.
- Reviews and interprets various construction plans of water, sewer, streets, storm water, transportation, street systems, and easements.
- Conducts on-site visits to check base map accuracy, resolve discrepancies and missing data and ensure no conflicts with construction plans; collects and analyzes field data.
- Conducts special studies such as those for analyzing traffic flow and patterns. Performs data gathering and research. Gathers and organizes data for computer modeling and analysis of usage and trends.
- Through on-site visits, collects field data, verifies conditions, takes measurements, notes potential or developing problems, and makes corrective recommendations.

- Provides administrative and technical support to project engineers and construction management staff by assisting in the bidding process, reviewing specifications and submittals, managing records, files and databases, reviewing and preparing project documentation, gathering, recording and evaluating data, and enforcing standards and specifications.
- Updates and maintains records and electronic files to support the city's permitting system. Updates web site pages.
- Prepares reports and presentations, including graphics, maps, and technical drawings using computer tools and software. Provides copies to internal and external customers.
- Reviews a variety of plans and applications, e.g., building, traffic and parking control, water service, street improvement plans, land use for conformance with regulations and standards, master plans, and accepted practices.
- Coordinates the plan review process for straightforward projects, and prepare comments and conditions of approval.
- May exercise partial leadership over entry-level or part-time staff.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires technical knowledge of engineering and/or architectural terminology, practices, procedures, and basic principles. Requires a working knowledge of the laws, regulations, and codes governing municipal engineering and construction. Requires in-depth knowledge of and skill in the use of Microsoft Office, Excel, Outlook, Adobe Acrobat software programs, and other common engineering office productivity software. Requires a working knowledge of legal property descriptions, deed records, survey files, and other documents and data sources identifying boundary and ownership. Requires a working knowledge of surveying principles, procedures, and calculations. Requires sufficient math skills to perform geometry, trigonometry, algebraic, cost, and statistical calculations and record distances and geographic measures. Requires sufficient English language skills to document files and drawings and write technical specifications. Requires sufficient human relation skills to convey engineering terminology to others, and communicate effectively with customers and staff.

### **▪ Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to perform detailed work thoroughly, neatly, accurately and efficiently. Requires the ability to read and interpret field notes, engineering and construction drawings, and technical specifications. Requires the ability to perform basic engineering computations. Requires the ability to read and interpret maps, aerial photographs, mapping coordinates, survey documents, legal documents containing boundary information, right-of-way information, and construction drawings. Requires the ability to conduct field data gathering and inspections. Requires the ability to work cooperatively with the public. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services. Requires exceptional organization and time management skills.

- **Physical Abilities**

The incumbent performs work of a sedentary to moderately active nature. Requires sufficient ambulatory ability to sit for extended periods of time, move to project locations, to stand for intermittent periods of time, and to bend, stoop, and reach for limited periods of time to retrieve work materials. Requires sufficient arm-hand-eye coordination to operate a computer keyboard. Requires visual acuity to carry out the essential functions of the position. Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

- **Education and Experience**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent and supplemented by courses in engineering technology; and two years of progressively responsible engineering technician experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist due to proximity to heavy equipment and traffic.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*