



# Engineering Technician I

---

## Class Specification

Revised 9/23

Class ID: 730

Unit: NAME

Probation: 6 Months

FLSA: Non-Exempt

## DEFINITION

Under supervision, performs basic drafting and technical engineering work in the design and inspection of public works projects and private development plan review and inspection; and administers the operation and maintenance of the traffic signal and street light systems and performs related duties as assigned.

## SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the assigned Senior Civil Engineer, Principal Civil Engineer, or Assistant City Engineer. Exercises no direct supervision over staff.

## DISTINGUISHING CHARACTERISTICS

This position typically has basic technical knowledge and some related work experience. Incumbents work under close supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned tasks are learned.

## EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Administer the operation and maintenance of the traffic signal and street light systems including the processing and payment of invoices and management of maintenance budgets.

Conduct traffic operations studies, including stop-control, parking restrictions, traffic calming, speed studies, and signal warrants and prepare service requests and work orders in response to those studies.

Respond to requests and perform Underground Service Alert (USA) markings.

Review public improvement and private development plans for compliance with state and local codes, regulations and standards, and conformance to project conditions of approval.

Review tentative and final tract and parcel maps for closure, general format, and compliance with state and local codes and conditions of approval.

Review and issue encroachment and transportation permit applications.

Respond to public, co-worker, and other inquiries orally and in writing; prepare written responses for development plans for supervisor's review.

Assist in the preparation of plans for public works projects, right-of-way plats, charts, graphs, agreements, and exhibits; make routine calculations; maintain department file drawings and development records; operate a variety of office equipment and variety of software applications.

Under the direction of a registered engineer, prepare plans, maps and drawings using AutoCAD design software.

Perform inspection for site grading, drainage, and minor public improvement projects.

Assist the Public Works Inspector on complex public improvement construction projects.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Terminology, methods, practices and techniques of manual and computer-aided engineering or architectural drafting.
- General civil engineering principals; materials and standards used in the design and construction of public works improvements.
- Functions, and applications of engineering mathematics including algebra, geometry, trigonometry; and research techniques and methodologies.
- Safe work practices.

### **Skill or Ability to:**

- Gain knowledge and understand ordinances, policies, procedures, and standards relevant to the Public Works Department.
- Understand and interpret record maps and construction plans for street and site improvements.
- Make moderately complex arithmetical computations.
- Use a personal computer and applicable office and engineering software programs, including computer-aided drafting software.
- Use and take care of drafting and surveying instruments.
- On a continuous basis, know and understand operations, and observe safety rules.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

### **Education and Experience:**

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

Possession of an Associate's degree or equivalent from an accredited college or university with major course work in engineering or a related field, and six (6) months of drafting, surveying, or other related civil engineering experience with a municipality, county government, or consulting firm under the general supervision of a civil engineer.

Education may be substituted with experience on a year for year basis to a maximum of two years.

### **License and Certificate:**

Possession of a valid driver license and a satisfactory driving record throughout employment.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be 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 50 pounds or more with appropriate equipment or staff assistance.

## **ENVIRONMENTAL CONDITIONS**

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.