



CLASSIFICATION SPECIFICATION ENGINEERING TECHNICIAN

JOB SUMMARY:

Under general supervision, the Engineering Technician performs moderately complex administrative and technical engineering work related to the building and construction of public works projects; processes and issues building and right-of-way permits; maintains a computerized land management system; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

The Engineering Technician performs a wide variety of moderately complex administrative building, construction, engineering, and licensing functions to assist in the planning, organizing, and coordinating of activities, operations, and functions within the Public Works Department. This class differs from a Counter Specialist due to the level of experience required and the complexity of work performed.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

- Assists with the preparation of designs and engineering construction drawings for facilities such as curbs, gutters, sidewalks, streetlights, traffic signals, sewers, and storm drains; reviews plans, specifications, reports, and studies for completeness; schedules inspections; and assists with the preparation of reports.
- Maintains a computerized land management system; receives, logs, routes, and tracks various permits; reviews permit applications for compliance with applicable codes and standards; provides assistance over the counter by reviewing and issuing routine public works permits; and serves as a liaison to developers, architects, engineers, contractors, and other departments involved in the process.
- Answers inquiries from residents, business owners, consultants, and the public, in person, via email, and over the phone regarding processing forms, permit applications and plans, permit and business license issuance, and infrastructure issues.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Plan review and permit approval processes and procedures; general construction practices, methods, and terminology; basic principles of related codes and ordinances enforceable by the City and local laws and regulations; office administration practices and procedures; and City department policies and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use

of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

Skills/Abilities:

- Interpret correctly and explain policies and procedures; read and correctly interpret plans, and codes; and communicate clearly and concisely both orally and in writing, which includes using tact and discretion when dealing with the public, elected officials, and City staff.
- Prepare clear and concise technical and administrative reports and memoranda including accurate tables, schedules, summaries, and other materials in narrative form; establish and maintain various data collection, record keeping, tracking, filing, and reporting systems; and maintain office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

Education and Experience:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- Three years of increasingly responsible technical or administrative experience in architectural/building/engineering services and issuing permits.
- Local government experience is desirable.

Licenses and Certifications:

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

PHYSICAL DEMANDS:

- Ability lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

WORK ENVIRONMENT:

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

NOTE:

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Established Date: April 29, 2019