



JOB DESCRIPTION

ENGINEERING TECHNICIAN II

DEFINITION

Under general supervision of the City Engineer, this position performs journey level technical and sub-professional engineering work involving the review and examination of construction and improvement drawings and specifications for compliance with applicable codes and regulations; performs assignments of larger scope and works more independently.

EXAMPLES OF DUTIES

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

1. Researches engineering documents of both City and County records and retrieves information for City staff and the general public.
2. Ensures that single-family grading plans and site drainage plans conform to City codes and regulations.
3. Issues permits and calculates fees for grading, encroachment, subdivision maps and swimming pool drainage activity.
4. Confers with homeowners, builders, engineers, contractors and others to give information and answer questions about City codes and regulations.
5. Sets up and maintains filing and indexing systems for road record documents, survey records, maps, accident records, transportation data, and other engineering record materials. Also updates and tracks permit and map expirations.
6. May inspect the construction of less complex Public Works projects and subdivision tracts to assure compliance with plans, specifications and standards; finals of single family grading.
7. Under supervision of the City Engineer, performs limited checking of subdivision tract maps for mathematical accuracy, closure, area, survey consistency and accuracy, and legal conformity.
8. Performs various elementary drafting assignments using appropriate tools.
9. Performs traffic counts, traffic surveys and other duties, as required.
10. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and experience equivalent to a two year college degree in civil engineering, construction technology or a closely related field and two years experience performing sub-professional and technical civil engineering field and office work. Auto CAD drafting skills a plus but not required.



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Knowledge, Skills and Abilities

Read and interpret legal descriptions, engineering drawings, survey notes, and tract descriptions; assists in the preparation of designs, plans, estimates, reports, and specifications; collect and analyze traffic, transportation, hydrologic, and other data and prepare reports, interpretations, and recommendations; compile and enter data into computer system; inspect public works projects and subdivision tracts; and maintain effective relations with others.

SPECIAL REQUIREMENT

Possession of or ability to obtain an appropriate California Driver's License and a satisfactory driving record.

ESSENTIAL ELEMENTS

Aptitudes

Eye/hand coordination, hearing/listening and smelling.

Physical Demands

Limited stooping, sitting, limited kneeling, standing, walking, reaching, grasping, lifting (up to 50 pounds), manual/touching dexterity (hand and finger), carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving vehicle, limited climbing, moving objects, hazards, and fatigue.

Mental Requirements

Complex reading and writing, memorization, perception/comprehension, analyzing, math skills, judgment, and decision making.

Stress Factors

Some pressure in assisting the public, staff and elected officials. Ability to interpret and explain actions to the public and City Council.

Work Environment

Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, mechanical and electrical equipment, high places, fumes/odors, and dirt/dust. Performs a wide variety of duties.

Equipment

Computer, keyboard, telephone, calculator, photocopiers, postage machine, facsimile machines, typewriters, various computer printers, and maintenance tool equipment.