

**CITY OF MANHATTAN BEACH
ENGINEERING TECHNICIAN I/II**

MARCH 1999

DEFINITION:

Under general supervision, the Engineering Technician I/II performs responsible sub-professional office and field work involving drafting, surveying and inspections; and does related work as required.

This position has two levels. Engineering Technician I is an entry-level classification, as incumbents may have limited related work experience. Duties are similar to the Engineering Technician II however the Level I employee is not expected to perform with the same independence and judgment on matters related to established procedures and methods.

Engineering Technician II is an advanced journey-level class, responsible for project coordination and greater authority over assignments and decisions required to complete the work. Incumbents possess a significant level of technical expertise beyond that expected of an Engineering Technician I.

Appointment to Level II requires that the employee perform the full range of duties and meets the qualification standards for the Engineering Technician II specification. In addition, the employee must have Department Head approval and a satisfactory job performance evaluation to be appointed to Engineering Technician II. Direction for both levels comes from management, supervisory, and/or assigned engineer positions.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to, the following: Prepares maps and drawings from various survey notes compiled in the field; prepares designs for public works projects; prepares such engineering data as cross-sections, profiles, diagrams and legal descriptions; works on topographic, construction and other field surveys; inspects construction projects to make certain that city requirements are met; performs the computation and drafting operations involved in checking and reducing field survey notes; calculates distances, ties, angles, areas, stations, traverses, closures and quantities of earthwork; provides information on various public works projects and services; maintains engineering maps files; acts as Project Manager on selected projects; prepares council reports for award of contracts and progress payments; attends community and council meetings; and provides presentations at meetings. May be required to work shifts, weekends, and/or holidays.

QUALIFICATIONS:

Training and Experience: Engineering Technician I requires any combination equivalent to graduation from high school and two years of sub-professional civil engineering office or field work experience. Engineering Technician II requires any combination equivalent to graduation from high school and five years of responsible experience in sub-professional civil engineering office or field work, including two years as a drafter using computer aided drafting and design. An Associate degree in math or engineering is desired. A valid California driver's license is required at the time of employment for both levels.

Knowledge, Skills, and Abilities: Requires knowledge of the principles and practices of field surveying, design drafting, AutoCAD, and basic construction inspection; skill in a variety of mathematical calculations; and the ability to prepare plans and drawings neatly and accurately; serve as instrument man in survey party work; inspect the construction of driveways, curbs, gutters, sidewalks, and minor structures; ability to keep accurate records.

PHYSICAL DEMANDS AND WORK CONDITIONS:

While performing the duties of this job, the employee is frequently required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds. Specific vision abilities required include close, distance, and depth perception.