



## Senior Engineering Technician

Department/Division:	Public Works
Reports To:	Division Manager/City Engineer
Provides Direction To:	May provide direction to Engineering Technician I/II or administrative staff
Bargaining Unit:	Teamsters
Exemption Status:	Non-Exempt
Employment Status:	Classified
Date Prepared:	December 14, 2018
Date Revised:	

### GENERAL PURPOSE

Under general supervision, performs advanced level professional office and field work involving drafting, surveying and inspections; serves in a lead capacity over other Engineering Technicians; and performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS

This class is an advanced journey level class assigned to the engineering division of the Public Works Department. Senior Engineering Technician is distinguished from Engineering Technician I/II by the level of responsibility assumed and the complexity of duties assigned. The incumbent performs the full range of duties, including the most difficult and responsible types of duties assigned. Directions for this position comes from management, supervisory, and/or assigned staff within the Engineering Division.

### ESSENTIAL JOB FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class:*

1. Prepares maps and drawings from various survey notes compiled in the field; prepares designs for public works projects; researches and prepares Standard Plan and engineering data such as cross-sections, profiles, diagrams and legal descriptions.
2. Works on topographic, construction and other field surveys and inspects construction projects to make certain that city requirements are met.

## **ESSENTIAL JOB FUNCTIONS (Cont'd)**

3. Performs the computation and drafting operations involved in checking and reducing field survey notes.
4. Calculates distances, ties, angles, areas, stations, traverses, closures and quantities of earthwork.
5. Provides information and assistance on various public works projects and services and maintains engineering map files.
6. Acts as Project Manager on selected capital projects and interfaces with various City Departments and external entities to coordinate implementation.
7. Prepares council reports for award of contracts and progress payments; attends community and council meetings and provides public assistance and presentations at meetings.
8. Provide complex technical staff assistance on engineering projects by collaborating and conferring with architects, engineers, contractors and the general public.
9. Interprets and explains laws, codes and regulations to contractors, other departments or the public.
10. Assists with the preparation of cost estimates; establishes overall project schedule; manages project budgets; obtains quotes; and manages and processes contract documents with minimal supervision.
11. Prepares outreach and other correspondence to residents, businesses and contractors.
12. Interface with various City Departments to coordinate computer systems implementations; provides staff training and technical support in the use of engineering computer applications
13. Performs other duties as assigned. May be required to work shifts, weekends, and/or holidays.

## **QUALIFICATIONS GUIDELINES**

**Training and Experience:** Must have five (5) years of responsible experience in sub-professional civil engineering office or field work, including two (2) years at the level of an Engineering Technician II. An Associate's degree in architecture or engineering field can substitute for two (2) years of related full-time equivalent work experience at the Engineering Technician II level. A Bachelor's degree in engineering is desired.

**Certificates:** Engineering-in-Training (EIT) or Land Surveyor-in-Training (LSIT) Certification is desirable.

**Licenses:** Must possess a valid California driver's license at the time of employment with an acceptable driving record.

**Knowledge, Skills and Abilities:** Requires knowledge of the principles and practices of field surveying, design drafting, AutoCAD, basic construction inspection, computer operating methods, and principles of supervision and training; 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; to make suggestions related to training technical staff and improving technical staff services, computer applications, map and records maintenance; and ability to communicate clearly and concisely, both orally and in writing.

## **PHYSICAL DEMANDS AND WORKING 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.