Job Description Class Code: 224

ENGINEERING TECHNICIAN

DEFINITION

Under close supervision, performs construction drawings and documents, evaluates, and inputs capital improvement construction projects.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Performs engineering drafting duties using computer hardware and software; prepares draft documents, memos, staff reports and construction project reports; performs field inspections to verify compliance with plans and specifications; reduces field notes into construction plans to convey information to contractors; researches project requirements by site evaluations, data and measurement collections and analysis.

Performs engineering calculations and reviews public works projects; assists in the development of landscape design/engineering solutions to large Citywide improvement projects and the estimating of project quantities and cost totals; participates in the design for small projects; negotiates contract change orders; assists in issuing permits and answering contractors and residents questions and concerns; assists in the purchase of supplies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of engineering and construction practices and principles relating to public works Knowledgeable of occupational hazards and safety guidelines

Knowledgeable of and proficient in operating a personal computer and MS- Office and other Engineering software Skilled in drafting, calculating and reviewing engineering projects

Skilled in following and providing oral and written instructions in English

Skilled in establishing and maintaining positive and productive working relationships with both internal and external customers

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing, and bending. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and construction sites.

QUALIFICATIONS

Associates degree in Engineering, Architecture, Computer Technology or closely related field, **AND** two (2) years experience drafting, and conducting field inspection for municipality engineering projects **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License.

2005 1 of 1