



TOWN OF YOUNTVILLE JOB DESCRIPTION

ENGINEERING TECHNICIAN

GENERAL PURPOSE

To perform a variety of para-professional journey-level office and field engineering work related to land surveying, mapping, GIS and/or drafting work, design and construction of public works projects; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Engineering Technician series and performs the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise.

SUPERVISION RECEIVED

Supervision Received and Exercised:

General supervision is provided by Public Works Director/Town Engineer, or other professional engineer or a management level position; technical or functional guidance may be provided by contract or other professional staff positions; responsibilities may include providing technical or functional guidance to other public works maintenance personnel.

ESSENTIAL DUTIES (illustrative only)

Incumbent must be able to perform a wide variety of drafting and mapping engineering support tasks:

- Utilizes and inputs data into Computer Aided Drafting (CAD) and geographic information system (GIS), computer maintenance management system (CMMS), and other technology.
- Utilizes field survey notes, property description and construction notes using both manual and computer assisted drawing equipment and standard applications software.
- Maintains map record files of properties, utilities and improvements.
- Locates utilities, easements, property lines and other information on engineering plans.
- Prepares details of construction features and alignment.
- Assists in the development of striping, signing and detouring plans;.
- Evaluates, prepares, tracks and files encroachment permits and grading permits, and inspects the work for compliance with the permit conditions.
- Evaluates street parking capabilities and recommends the issuance of restrictions.
- Drafts, designs, prepares and updates a variety of textual and graphical presentations such as maps, charts, plans, details, record of surveys, and other engineering documents and able to use inking, tracing and lettering charts, graphs, maps, plans and other drawings
- Checks maps, records of surveying, property descriptions and related documents for compliance with laws, regulations, and ordinances

Performs a variety of sub-professional engineering work by:

Performing field checks of project sites or survey areas to become familiar with features; Recovering buried monuments and sets and marks monuments and stakes; Responding to inquiries from the public, developers, engineers, surveyors, other departments and outside agencies; explaining applicable regulations, standards and policies and providing information shown on maps and in office files including researching for deeds for easements, right of way restrictions, and other restriction on the use of property and parcels; Inspecting construction projects for compliance with plans and specifications; Assisting in preparing and administering construction and consultant contracts; Preparing legal descriptions and right of way deeds and maintains records of same; Using a variety of engineering equipment and tools; adjusts and performs minor maintenance on equipment.

OTHER DUTIES

Prepares and/or assists in preparation of staff reports and correspondence by presenting a variety of information and statistics in the form of written, graphic, or oral reports for use by elected and appointed officials, special committees, or community organizations involved in public works matters; and preparing and reviewing various traffic studies of development plans such as traffic volume studies, collision diagrams, speed surveys, and other related projects and tasks.

In addition to the above, the incumbent is expected to perform the following:

Maintain internal and external customer relations by using tact and diplomacy in all interactions with customers; establish and maintain positive and effective working relationships with co-workers and those contacted in the course of the work; coordinate with departments and outside agencies; and act as liaison to departments.

Maintains attention to detail by prioritizing work and coordinating several activities simultaneously despite interruptions.

Maintains integrity of work by taking responsibility and accountability for completion of work.

Contributes to team effort by accomplishing related results as needed.

May perform other work as required.

QUALIFICATIONS

Required Knowledge/Skills/Abilities

Knowledge of:

- Principles, procedures and equipment used in engineering especially as related to the review and checking of engineering plans.
- State law governing the preparation of parcel and sub-division maps.

- Applicable regulations, policies and ordinances concerning design and construction.
- Basic principles of civil engineering and traffic engineering.
- Applicable Town policies and procedures.
- General customer service techniques.
- Safe Work Practices.
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Ability to:

- Accurately perform a variety of calculations, computations and estimates by preparing specifications, calculating quantities and construction cost estimates and engineering reports for public works construction projects; checking calculations used in designs and estimates of various maps including parcel maps, subdivision maps, and Town maps;
- Operate theodolites and levels in making observations to determine angles and precise elevations.
- Make a variety of engineering computations including tabulation of data and preparation of tables, charts, graphs, and other display presentations.
- Prepare accurate and concise reports.
- Communicate effectively in writing and verbally

Work in inclement weather.

LICENSURE OR CERTIFICATION:

Position requires possession of a current valid California Class C driver's license with a satisfactory driving record as determined by the City.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that will provide the ability to perform the work and provide the performance results as stated above. A typical way of obtaining the education and experience would be:

EDUCATION:

Minimum of an equivalent to completion of an Associate's degree from an accredited college or university with major course work in a field such as engineering, construction management, or a related field. Additional years of progressively responsible technical engineering experience may be substituted for the education to a maximum of two (2) years. Completion of a Bachelors in Sciences degree with major course work in engineering, construction management or may be substituted for technical field work experience.

EXPERIENCE:

Two (2) years of progressively responsible technical engineering experience.

Working Conditions

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer

screen; strength and agility to lift and carry items weighing up to 30 pounds. On a continuous basis work in an office environment sitting at desk for extended periods of time, travel from job site to job site in a vehicle; bend, squat, climb, kneel and twist while performing field work; may be exposed to dust, noise, machinery, moving objects and other vehicles while performing field work; may work on uneven or slippery surfaces; and may intermittently perform field work while exposed to various types of weather including extreme heat in the summer months and cold temperatures and rain during the winter months. Some accommodations may be made for physical demands for otherwise qualified individuals who require and request such accommodation.

OTHER REQUIREMENTS

License: Possession of a current valid California Class C Driver’s License and a satisfactory driving record as determined by the Town. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Certification in project management is desirable but not required.

Registration as a licensed Civil Engineer in the State of California is desirable, but is not a requirement of this job position.

Approval: _____
Town Manager

Resolution No. _____

Effective Date: