

City of South San Francisco
Human Resources Department

Engineering Technician
Class Description

Definition

Under general supervision, performs a variety of field and office intermediate-level, para-professional engineering duties, including construction inspection, traffic engineering, drafting; and does other related work as required.

Distinguishing Characteristics

Work is normally performed under the general supervision of a professional engineer. This classification is distinguished from the higher level in that the latter is assigned to the most complex tasks and projects and performs duties with considerable independence; may provide technical assistance and limited work direction to other personnel on an intermittent or project basis.

Typical and Important Duties

1. Prepare plans for construction drawings in CAD and assists project engineer in preparing specifications and contracts.
2. Conducts traffic studies and surveys, analyzes data and prepares reports on findings.
3. Assists in conducting public works inspections and in the coordination of construction projects.
4. Responds to inquires and attempts to resolve complaints from interested parties at the counter, by telephone and/or in writing.
5. Participates in the preparation, filing and retrieval of a variety of engineering maps, documents and records.
6. Performs computer drafting assignments and makes engineering computations in connection with the above duties.
7. May conduct field studies and completes work orders, sketches and reports attendant to such studies.
8. May perform design assignments.
9. May provide technical assistance or limited work direction to other personnel on an intermittent or project basis.

Job-related Qualifications

Knowledge of:

- Principles of algebra, geometry, and trigonometry.
- Symbols, techniques, and instruments used in drafting and survey work.

- Engineering principles and practices applicable to municipal public works.
- Terminology and conditions of public works contracts.
- Basic principles of public works inspection.
- Computer drafting (CAD).
- Geographic information systems (GIS).

Ability to:

- Accurately interpret engineering maps and plans.
- Make engineering and field survey computations.
- Accurately prepare and interpret plans, specifications, estimates and reports.
- Effectively conduct public works inspections.
- Assist in the coordination of public works projects.
- Acquire a thorough knowledge of procedures and regulations for the department, the City and other applicable jurisdictions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Work effectively with those contacted in the course of work, and follow written and verbal instructions.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in

- Using a standard computer and associated applications with speed and accuracy sufficient to perform assigned work.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Two years of progressively more responsible sub-professional engineering experience.

Training: Equivalent to graduation from high school, supplemented by course in advanced mathematics and drafting.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate valid California driver's license, and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including using a computer sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, lift and carry 35 pounds; maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read a computer screen and printed materials, including maps and plans; hearing and speech to communicate in person and over the telephone.

Work Environment: Mobility to work in a typical office setting and occasional field environment.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours; and available for evening meetings.

Approved:	September 1995
Revised Date:	July 1997, June 2003
Former Titles:	
Abolished:	
Bargaining Unit:	AFSCME
ADA Review:	April 2002, 2003
DOT:	No
Physical:	Class 3
Status:	Classified/Non-exempt
EEOC Category:	EF2\EJ3
Job Codes:	A167

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. MAE
5. SDE
6. SDE
7. MAE
8. MAE
9. OAE