



Class Code: 202.1
WP Code: ENGTECH1
Established: FEB 2001
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CLASS SPECIFICATION

City of Newark, California

ENGINEERING TECHNICIAN I

DEFINITION

Under general supervision from the Senior Civil Engineer; and technical and functional supervision from the Public Works Inspector, to perform skilled drafting and technical engineering work in the design and inspection of public works projects and private development plan review and inspection; and to administer the operation and maintenance of the traffic signal and street light systems.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Engineering Technician series. Positions in this class typically have basic technical knowledge and some related work experience. The Engineering Technician I class is distinguished from the II level by the level of responsibility assumed, and complexity of duties assigned. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned tasks are learned.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Administer the operation and maintenance of the traffic signal and street light systems.

Review public improvement and private development plans for compliance with state and local codes, regulations and standards, and conformance to project conditions of approval.

Review tentative and final tract and parcel maps for closure, general format, and compliance with state and local codes and conditions of approval.

Review encroachment and transportation permit applications.

Respond to public, co-worker, and other inquiries orally and in writing; prepares written responses for development plans for supervisor's review.

Assist in the preparation of plans for public works projects, right-of-way plats, charts, graphs, agreements, and exhibits; make routine calculations; maintain department file drawings and development records; operate blueprint machine and computer-aided drafting software and related equipment.

Perform soil tests and determines results.

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Perform inspection for site grading, drainage and minor public improvement projects.

Assist the Public Works Inspector on complex public improvement construction projects.

Perform as a member of a field survey party.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Terminology, methods, practices, and techniques of manual and computer-aided engineering or architectural drafting.

Practices, techniques, tools and equipment used in land survey work.

Safe work practices.

Ability to:

Gain knowledge and understand ordinances, policies, procedures, and standards relevant to the Public Works Department.

Understand and interpret record maps and construction plans for street and site improvements.

Make moderately complex arithmetical computations.

Use a personal computer and applicable office and engineering software programs, including computer-aided drafting software.

Use and take care of drafting and surveying instruments.

On a continuous basis, know and understand operations, and observe safety rules.

Intermittently, sit at a desk and in meetings; bend, squat, climb, kneel and twist when performing repair, installation, or maintenance tasks, perform simple and power grasping, pushing, pulling, and fine manipulation; lift or carry heavy weights; work in conditions of various outdoor exposure, using extension ladders and/or subject to noise.

Communicate clearly and concisely, both orally and in writing.

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Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training:

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

Experience:

Six months of drafting, surveying, or other related civil engineering experience with a municipality, county government, or consulting firm under the general supervision of a civil engineer.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in engineering or a related field.

Training may be substituted with experience on a year for year basis to a maximum of two years.

License or Certificate:

Possession of, or ability to obtain, a Class C California Driver License.

Probationary Period: 6 Months

FLSA: Non-Exempt