



## ENGINEERING TECHNICIAN II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION

Under general supervision, performs para-professional engineering office and field work involving reviewing/issuance of permit application, construction inspections, code enforcement, check plans for completeness, calculate permit fees, provide public information for private development projects, and related processes at a public counter in person, through email, or on the telephone.

### IMPORTANT AND ESSENTIAL DUTIES

Prepare plans for construction drawings in CAD and assist project engineer in preparing specifications and contracts; issues Public Works permits; update and maintain the Master Address Database (MAD); update and maintain the as-built database, underground maps, and City Standard details; conduct site inspections; work with utility and private contractors, respond to interdepartmental, government, state, and public inquires; perform construction surveys as necessary related to projects; field check computations and record field data; perform public right-of-way inspections for encroachment permits and stormwater pollution prevention permits; review traffic studies and surveys, analyze data and prepare reports on findings

### OTHER DUTIES

Review building permits as they relate to Public Works plan check comments. Assist project engineer with public brochures, graphics, presentations, and assist in after-hour meetings. Assist management with special projects in gathering background information, conduct research and generate comparison reports, contacting consultants/vendors for request for proposals and scheduling meetings.

### KNOWLEDGE/ABILITIES/SKILLS

*(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

**Knowledge of:** Construction terminology; processes, procedures associated with construction permits; policies and procedures of fee assessment; standard office practices and procedures, including record management practices, computer applications related to work, including computer-aided drafting (CAD), Geographic Information System (GIS), Bluebeam Revu, Government permit software, and Microsoft Office Suite.

**Ability to:** Communicate effectively in writing orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions. Effectively deal with difficult people with firmness and tact. Acquire a thorough knowledge of applicable City policies and department procedures and apply that knowledge. Maintain electronic records accurately. Collect and analyze data; help prepare as well as interpret engineering maps, plans, specifications, contract documents and legal descriptions; understand relevant laws, rules and regulations; make effective oral and written reports.

**Skills:** Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work. Speaking effectively to communicate in person, through email, and over the phone.

## **QUALIFICATIONS**

*(The following are minimal qualifications necessary for entry into the classification)*

**License:** Possession of an appropriate California operator's license issued by DMV. Certification as an Engineering-in-Training (EIT) or scheduled to sit for the State Exam (highly desirable).

**Education and experience:** College level graduate in the engineering field and/or sufficient experience to perform the above duties doing similar work.

## **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Ability to sit for long periods of time at desk or drafting table; to stand for long periods of time at counter and in field; to walk several blocks at a time in field to be able to read/follow instructions and carry on detailed, technical conversations on the phone and at the counter; to crouch, kneel, stoop, squat to perform variety of tasks; to climb hills; to lift manhole covers; to work outdoors in occasional adverse weather; to have sufficient vision, hearing and stamina to perform the above functions; to work effectively and cooperatively with staff and the public; to deal with wide variety of people with tact and diplomacy; to keep accurate records.

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