



CIVIL ENGINEERING TECHNICIAN

Definition:

Under direct supervision of the Engineering Division Manager, is responsible for administration and inspection of a wide variety of engineering projects, including street, storm drain, parks as well as commercial and residential development projects.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Issues right-of-way and grading permits.
2. Assists in the administration and inspection of a variety of projects including capital improvement projects.
3. Monitors compliance and adherence to NPDES requirements.
4. Performs minor construction surveys and maintains current GIS system.
5. Generates and maintains AutoCAD files associated with capital projects and other projects as assigned.
6. Performs field inspections for CIP and various other engineering projects.
7. Prepares staff reports and makes recommendations concerning proposed projects.
8. Maintains files and records, prepares exhibits for reports, and prepares city maps.
9. Analyzes materials and design data submitted to the City.
10. Responds to inquiries and recommends solutions concerning engineering issues, capital improvement projects and municipal code requirements.
11. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Principles and practices of civil engineering.
- Methods, materials, and techniques used in the construction of public works and utilities or traffic engineering projects.
- Computers and office software applications, including GIS and CAD.
- Functions, policies, and procedures of relevant departments and/or operations.
- Relevant mathematical principles and functions.
- English usage, spelling, grammar, and punctuation.
- Professional writing techniques.

Skill and Ability to:

- Perform engineering computations and check, design, and prepare engineering plans, studies, profiles, and maps.
- Deal effectively with builders, engineers, architects, and the general public.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.

- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Interpret and apply department policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Adapt in a high-volume, fast-paced working atmosphere with multiple activities.

Training and Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be an Associates degree or 60 units of college credit towards a degree in civil engineering, construction inspection, computer-aided drafting, or a related field. Relevant experience may be substituted for education on a year-to-year basis. Familiarity with the California Public Contract Code and Standard Specifications for Public Works Construction desired.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read small print.
- Requires the mobility to stand, stoop, reach, and bend.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Requires the ability to walk long distances.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.