



Job Description

Title:	Senior Engineering Technician		Revised:	08/2007
Salary Level:	34		FLSA Status:	Non-exempt
Supervisor:	City Engineer	Supervises:	None	
Job Family:	Engineering Technician	Bargaining Unit:	Miscellaneous Employees	

JOB SUMMARY:

Performs engineering and conducts inspections at the advanced journey level of the engineering construction of public works facilities and enforces compliance with codes and industry standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs engineering in connection with municipal public works projects.
- Performs inspections of engineering construction of public works facilities for conformance to plans and specifications, City codes and industry standards.
- Performs contract administration for City projects.
- Makes periodic reports regarding project status.
- Responds to complaints and requests for information.
- Resolves disputes between the City, contractors and the general public.
- Performs drafting using ACAD and surveying of construction sites.
- Coordinates engineering and construction activities with consultants and other departments.
- Prepares plans and specifications for public works projects.
- Prepares preliminary estimates and final project costs of projects.
- Assists in deciding on design procedures.
- Checks plans and specifications for accuracy of design and completeness.
- Prepares reports for traffic studies.
- Performs work related to airport facilities and operations.
- Prepares drawings of crimes for Police Department.
- May have final approval and sign off authority on projects.
- Performs related duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to:

- Interpret complex construction plans and specifications.
- Read, understand and apply blueprints, specifications and schematics.
- Perform drafting, surveying and preparation of engineering plans.
- Prepare project cost estimates and reports of final project costs.
- Prioritize and schedule work.
- Explain and enforce polices and regulations.
- Meet schedules and time lines.
- Plan, coordinate and document projects.

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- Maintain up to date knowledge of regulations.
- Represent the department at meetings.
- Establish, maintain effective relationships.
- Operate a computer and related software.

Knowledge of:

- Engineering and surveying practices, principles, laws and regulations.
- City, State, County and Federal codes and requirements.
- Construction principles and practices, codes and regulations.
- Engineering design and use of ACAD software programs.
- Principles of finance in public works construction projects.
- Goals and objectives of public works engineering and construction projects.
- Interpersonal skills.
- Oral and written communication.
- Operation of computers and related software.
- Policies and objectives of assigned programs.

Education and/or Experience:

Associate's degree (A. A.) or equivalent from two-year college or technical school with course work in engineering and related fields; two years technical engineering experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registration:

Valid California driver's license.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of the public, professionals and contractors.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel. The employee must

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occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in inside environmental conditions. The employee is occasionally exposed to outside weather conditions and may be required to attend evening meetings and travel. The noise level in the work environment is usually moderate.