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 inquiries; 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.