



POSITION DESCRIPTION

Class Title: Engineering Technician III
Department: Public Works Department

GENERAL PURPOSE

Responsible for providing the Public Works Director/City Engineer with skilled support in the administration of the Sanitation District, Roadway Lighting District, and the Engineering Division, including administrative and field support for all three entities which includes work involving street and storm drain improvements, grading plans, traffic engineering projects, Sanitation District.

SUPERVISION RECEIVED AND RESPONSIBILITIES

This position works under the supervision of and reports to the Public Works Director/City Engineer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the preparation of bid specifications and construction design specifications for capital improvement projects; prepare exhibits and reports as required;
- Assist the public at the front counter; receive improvement plans, traffic control plans, easement documents, development applications and related documents; log information into respective log book (s); conduct plan reviews; ensure compliance with appropriate standards and regulations;
- Assist in administering less complex engineering projects; process approval of contractor payments and draft resolutions;
- Prepare and review various reports for a variety of engineering activities;
- Calculate fees for permits; process payments; issue receipts; prepare development agreements; prepare deeds; input data into computer; verify bonding; maintain development deposit accounts;
- Act as a liaison between the city, contactors, developers; respond to and resolve questions;
- Perform a variety of related office or field tasks to gather, analyze and record data; prepare a variety of memos, letters and other correspondence related to plan reviews;
- Provide support to Sanitation District and Roadway Lighting District, issue sewer permits, submit quarterly reports to the California Regional Water Quality Control Board, audit/maintain records of non-district users for billing purposes, audit/ maintain parcel listings to ensure accurate billing from County of San Diego, maintain spill records and ensure reporting agencies are properly notified;
- Maintain Sanitation District documents and database of all sanitary sewer lines, to assist Capital Improvements Projects and emergency repairs; and
- May supervise support and administrative staff.

EDUCATION AND EXPERIENCE

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

- Graduation from high school, GED, or equivalent; supplemented by college level course work in engineering, drafting or related area. Associate degree in Engineering is highly desirable;
- Five years of technical engineering experience or a related field.

LICENSES OR CERTIFICATION

Possession of a valid Class C California driver's license.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic principles of civil engineering and design; Engineering maps and records;
- Applicable laws, regulations, codes, department policies, governing assigned technical engineering duties; and

- Customer service methods and techniques.

Ability to:

- Provide technical support for engineering designs;
- Interpret and apply state and local policies, procedures, laws, codes, and regulations;
- Understand and interpret engineering plans and specifications;
- Maintain accurate engineering records;
- Communicate clearly and concisely, both orally and in writing;
- Perform a multitude of job duties simultaneously;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Analyze and compile technical and statistical information and prepare reports; and
- Respond to difficult and sensitive public inquiries.

TOOLS AND EQUIPMENT USED

- Personal computer, including word processing, spreadsheet and data base software (Office 2000, MetroScan, WinCan), office telephone, two-way radio, digital camera, microfiche, television, video cassette recorder, 10-key calculator, facsimile, copier, and postage machine.

PHYSICAL DEMANDS

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to contractors, the general public and City staff on the telephone and in person. Read engineering drawings, plans, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on construction blueprints and other documents. Operate a multitude of office equipment.

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.

- Work environment is fast paced and can be loud;
- Travel from site to site, use of personal vehicle may be required;
- Extensive field work may be required; and
- May be exposed to inclement weather.

GUIDELINES

The duties listed above are intended only as illustrations of the various types of work that may be performed. The list may not include all required duties. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.