

**City of Sebastopol
Job Description**

Job Title: Engineering Technician I/II
Division: Engineering
Department: Public Works
Location: Corporation Yard
Shift: As Assigned
Reports To: City Engineer or PW Supervisor
Prepared By: Human Resources Advisor and City Engineer
Approved By: City Council
Approved Date: 8/6/2024
FLSA Status: Non-Exempt

PURPOSE

Under direction, performs a variety of tasks in the office and field, both technical and administrative, in support of the Public Works Department and the City Engineer. This position will be the primary contact person providing assistance and referrals to visitors at City's Corporation Yard. The position may be assigned duties related to compliance programs and reporting, engineering projects, capital projects, which may include project management, development and plan review, calculating fees, issuance of permits, maintaining plan files and engineering records, field surveys, site inspections, information gathering, data analysis, performing mark and locate functions, participating in surveying activities, or other areas as needed.

DISTINGUISHING CHARACTERISTICS

Engineering Technician I: This is the entry-level class of the Engineering Technician series. Initially under close supervision, incumbents are provided with training to enable them to gather, analyze, and monitor routine engineering-related data and formulate recommendations based on established criteria in the area of assignment. Generally, work is observed and reviewed both during performance and upon completion. Changes in procedures or exceptions to rules are explained in detail as they arise.

Engineering Technician II: This is an journey-level classification that performs the full range of technical work to ensure the coordination of engineering projects, including map and plan review, updating drawings and maps, field observations, research of engineering and public capital project topics, performing basic engineering calculations, permit processing and issuance, review, processing and providing comments for development applications, may perform site inspections, gather information and organize data, calculate fees, perform plan checks and administrative work, staff a public counter, and support other public works and engineering programs and activities. Responsibilities require the use of tact, discretion, and independent judgment and frequent interaction with the public. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This is a flexibly staffed classification. Positions in this class are normally filled by advancement from the class of Engineering Technician I, or when filled from the outside, require prior related work experience. The Engineering Technician I incumbent is expected to learn and be able to perform all duties and responsibilities of this classification. Advancement from level I to level II is based on successful performance of the full range of level II job duties and the existence of an approved and budgeted level II allocation.

This class is distinguished from the Engineering Technician I in that the routine technical work assignments of this class are performed more independently. This class is distinguished from the professional engineering series in that the latter is a professional level requiring completion of a four- year degree and professional civil engineering registration). This class is distinguished from other permit or planning

technicians in its engineering and public works focus and technical complexities as necessary for assigned tasks.

SUPERVISION RECEIVED AND EXERCISED

The Engineering Technician I initially receives close supervision and as skills and abilities increase supervision gradually lessens. The Engineering Technician II receives general supervision. Supervision is provided by the City Engineer, the Public Works Director or a Public Works supervisor as assigned.

TYPICAL JOB DUTIES include but are not limited to the following. Other duties may be assigned.

- Serve as first line of contact to internal and external customers on engineering, development plan and map review, permit application issues, and provide information and direction to the public related to the permit process via phone, email, and counter work
- Prepare or assist in the preparation of and interpret specifications, plans, permits, estimates, and reports pertaining to the construction, maintenance, and operation of a variety of engineering, land development, utility, and other Capital Improvement Program (CIP) projects
- Maintain engineering and traffic/transportation files, including plans, studies, inspections, surveys, maps, and other data related to engineering and transportation projects; prepare, update, reproduce, and distribute maps, drawings, blueprints, and other information recorded in the Geographic Information System (GIS)
- Utilize GIS or Computer Aided Design (CAD) software to create and/or modify plot plans, topographic maps, improvement plans, and illustrative graphics, such as charts, illustrations, and graphs for reports, drawings for design manuals, and other projects
- Perform basic field review, design, drafting and inspection duties in connection with CIP, maintenance and development projects
- Perform field, office, and computer-aided studies and prepares periodic and special reports based on findings from research, studies, and surveys; and makes recommendations on findings
- Receive, tag, log, and review submitted engineering plans, maps, and related documents for plan check including review of insurance; route documents to consultants or developers for preceding and following plan review; track status of plan checks and original documents; advise parties of revisions and assists with the development and issuance of project conditions
- Receive and respond to information requests for base maps, parcel maps and improvement plan information, encroachment permits, benchmarks, and other geographical data, soils reports, as-builts, and street improvements; retrieve plans, reports, permits, and files as necessary to comply with requests; respond to complaints from the public and resolves conflicts between owners, architects, contractors, developers, utility companies, and others
- Prepares reports of findings and makes recommendations for resolution of issues found
- Receive, review, and process various permits including construction, excavation, water and wastewater utilities, encroachment, and drainage., review applications for completeness and compliance with appropriate regulations and policies
- Calculate fees for and track submittals payments by customers and issue permits
- Maintain and update department records, tracking lists, permit records, and files of engineering plans, including grading, encroachments, improvements, storm drain, landscaping, and final maps
- Assist in compliance with the City's records retention and management schedules
- Review, interpret, and provide information and direction to the public regarding applicable local, State and Federal regulations, codes, ordinances, documents, standards, and guidelines.
- Perform a variety of routine and complex office, administrative, and technical support tasks, and duties, including organization and coordination of work
- Assist with project management and contract administration as required, including setting priorities and meeting deadlines
- May perform mark and locate functions or serve as instrument person or on a survey team

- May attend meetings of various commissions, committees and other bodies or pertaining to special projects, and may serve as staff liaison to committees
- Prepare and distribute public hearing notices, ensuring that required notice requirements are met
- Establish positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and members of the public
- Work collaboratively with other City employees and foster an environment that embraces, diversity, integrity, trust, and respect
- Perform other duties as assigned

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

Engineering Technician I

- Basic and technical mathematical and statistical principles
- English usage, spelling, grammar, and punctuation
- Office methods and equipment including filing systems
- Computer software such MS Office, Adobe Acrobat
- Terminology, methods, practices, and techniques of graphics and printing
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Engineering Technician II:

In addition to the knowledge required for Engineering Technician I the following is required:

- Basic civil engineering principles, practices, and methods applicable to office and field work involving the design, construction, and maintenance of public works projects
- Basic design and construction practices and methods of public works infrastructure, engineering plan types, review practices, and permit filing and approval procedures
- Researching and reporting methods, techniques, and procedures
- Basic and technical engineering mathematical and statistical principles
- Technical report writing practices and procedures
- Methods of assessing and documenting specifications and project conditions
- Applicable federal, state, and local laws, codes, and regulations, including administrative and departmental policies and procedures
- Use of GIS, CAD, and other mapping and aided drawing software

Ability to:

Engineering Technician I

- Deal tactfully and courteously with prudence and respect, when serving the public, coworkers, and others in providing information, answering questions, and providing customer service
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials. Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests. Effectively and efficiently operate office equipment and computer applications related to the work.
- Understand and follow oral and written instruction
- Organize own work, set priorities, and meet critical time deadlines.
- Operate a variety of common and specialized office machines
- Establish and maintain effective working relationships with a broad cross section of people
- Communicate orally and in writing clearly, concisely, and effectively in English
- Deal tactfully and courteously with prudence and respect with City visitors, planning department customers, other stakeholders, and City and County staff

Engineering Technician II:

In addition to the skills and abilities required for Engineering Technician I the following is required:

- Understand and explain City policies, procedures, fees, and basic engineering regulations to the general public, developers, contractors, and City staff.
- Read and interpret engineering plans, technical drawings, specifications, maps, elevations and related figures, symbols, notations, and map coordinates, accurately
- Understand, follow, interpret, and explain field notes, drawings, maps, specifications, and sketches.
- Make sound, independent decisions within established policy and procedural guidelines.
- Graphically convey data and plot data on a variety of maps, charts, and graphs
- Make, understand, and record accurately technical engineering mathematical and statistical computations accurately.
- Convey ideas in a persuasive and understandable manner

EDUCATION and EXPERIENCE

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

LEVEL I

Experience:

Some experience in construction, technical drawing, drafting, creating or reviewing plans, or performing computer-aided drafting along with at least six months of customer service experience.

Education:

High School Diploma or equivalent supplemented by courses in trigonometry and computer aided design and drafting. College-level course work or other formal training in mathematics, construction practices, surveying, or computer-aided design are desirable.

LEVEL II

Experience:

Two (2) years of responsible experience performing technical civil engineering support work involving the use of CAD or GIS, extensive public contact and document processing of which one (1) year involves reading and interpreting plans, preparing permit application files for review, or other permitting activities, preferably with a public agency.

Education:

High School Diploma or equivalent and post high-school coursework, training, or experience in civil engineering, drafting, geography, plan review, construction management, or a similar area.

An Associate's degree, or the completion of two years of college-level coursework in civil engineering, geography, architecture, landscape design, or public administration is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of, or ability to obtain, a valid California Driver's license. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

PHYSICAL DEMANDS

When operating office equipment such as a computer keyboard, mouse, and/or calculator, incumbents make fine, highly controlled, repetitive arm/hand movements. When operating a computer, incumbents sit for extended time periods with the ability to move at will. Incumbents raise arms overhead and/or bend and stoop to retrieve documents from file drawers. When performing field inspections and office duties, incumbents climb stairs and/or ladders, walk and stand for extended periods of time, and stoop and crouch

with the ability to change positions as needed. Incumbents file documents in numerical, alphabetical, chronological and/or reverse chronological order. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work is performed indoors in an engineering office environment and outdoors in field conditions involving heavy traffic, steep terrain, muddy construction sites and exposure to poison oak. Field work frequently is performed outdoors in a variety of weather conditions and involves walking on rough, uneven or rocky surfaces. Incumbents communicate with others orally, face to face and by telephone and/or two-way radio. Incumbents are given oral direction or graphic information such as blueprints, schematic drawings, layouts or other visual aids when receiving assignments.