



CITY OF CAMARILLO

**Engineering Technician I
Engineering Technician II
Engineering Technician III**

**Job Code: 541/540/539
FLSA: Non-Exempt**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Performs a variety of sub-professional and complex technical engineering work in support of the City's engineering (land development), capital improvement, and/or traffic management programs; prepares maps, plans, and drawings; provides information and assistance to contractors, developers, engineers, and the general public on the City's engineering services and activities; and maintains a variety of files.

DISTINGUISHING CHARACTERISTICS

Engineering Technician I – This is the entry level class in the Engineering Technician series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Engineering Technician II level and exercise limited independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee is expected to perform with more independence and responsibility.

Engineering Technician II – This is the intermediate level in the Engineering Technician series. Employees within this class are distinguished from the Engineering Technician I by the demonstrated ability to perform a variety of technical engineering duties, greater independence with which the incumbent is expected to work, and the increased exercise of judgment and initiative expected in the performance of duties. Positions at this level may provide instruction and assistance to lower level Engineering Technicians.

Engineering Technician III – This is the full journey level class in the Engineering Technician series. Positions at this level require demonstrated ability to independently perform the full range of complex technical engineering duties. Positions at this level may provide instruction and assistance to lower level Engineering Technicians.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a variety of sub-professional and complex technical office and field engineering work in support of the Public Works Department's engineering services, activities, and functions.
2. Prepares technical drawings and related maps reflecting topography, drainage, right-of-ways, structures, utility lines and related information; reviews drawings, maps, and records for accuracy and conformance to regulations; checks scale, survey data, boundary information, survey monuments, and other information; tabulates and plots information to City base maps; maintains, records and updates all engineering drawings and maps.
3. Provides phone and counter support; answers questions and provides technical information and assistance to contractors, developers, engineers, and the general public on engineering services and activities; researches maps and records; ensures issues are resolved in a timely and efficient manner.

CITY OF CAMARILLO
Engineering Technician I/II/III (Continued)

4. Reviews various drawings, maps and records for accuracy and conformance to regulations; checks scale, survey data, boundary information, survey monuments, and other information; revises standard drawings and makes recommendations concerning the revisions.
5. Conducts and participates in field surveys including surveys of property and public works construction; measures distance and establishes relative elevations; prepares related drawings from field notes.
6. Verifies locations of utilities, easements, and property lines on City engineering plans and maps; performs right-of-way research using county record information.
7. Uses computer equipment including spreadsheets, database, and word processing software to generate engineering reports; provides staff support for the department's graphic needs using PowerPoint, Photoshop, AutoCAD and GIS.
8. Maintains a variety of engineering files, databases, records, and maps for assigned functions.
9. Performs related duties as required.

When assigned to Capital Improvement:

10. Participates in preparing plans and specifications related to construction and maintenance projects according to City, state, and federal guidelines; assists in preparing project cost estimates, quantity calculations, and materials costs.
11. Participates in preparing various federal funding documents.
12. Participates in meetings with various permitting agencies and funding agencies; participates in audits.
13. Assists in the preparation of construction quantity calculations, pay estimates, and collection of field measurements for pay quantities.
14. Provides support in review of certified payroll, federal project interviews, related documentation preparation, and provides assistance in enforcement actions.
15. Assists in field inspections and the preparation of inspector's daily reports, time and materials documentation, and related notes and calculations.
16. Assists Engineers in the preparation of contract change orders, task orders, additional work authorizations, council reports, and presentations.
17. Assists in preparation of the annual Capital Improvement Plan and related documents.
18. Coordinates duplication of plans, specifications and other documents.

When assigned to Land Development:

19. Assists in the preparation of Conditions of Development for various projects; coordinates preparations with other divisions and departments; attends related meetings; makes presentations; prepares exhibits for Planning Commission and City Council consideration.
20. Reviews plans and requests for various permits; approves permit applications; calculates fees; completes necessary paperwork; issues permits; processes and issues excavation and encroachment permits for street, wastewater, right-of-way, and drainage projects.

When assigned to Traffic Engineering:

21. Conducts a variety of traffic studies which may include observing traffic patterns, taking traffic counts, radar and analyzing traffic flow; makes recommendations regarding signals, signs, pedestrian crossings, and other traffic regulatory devices; prepares work orders for the installation, removal, and/or maintenance of street lights, signs and striping; reviews traffic collision reports and analyzes high collision locations.

CITY OF CAMARILLO
Engineering Technician I/II/III (Continued)

22. Provides staff support related to transit issues; educates the general public on use of the City transit system; serves as liaison between bus/taxi dispatchers and riders; answers questions as necessary.
23. Reports street light outages and malfunctions; conducts city-wide field survey of street lights as necessary.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipal engineering program.
City engineering policies and procedures related to the construction, design and maintenance of municipal systems and facilities.
City standards, standard drafting symbols, methods, practices, techniques and instruments used in engineering and mapping.
Basic civil engineering practices and principles applicable to area of assignment.
State and Federal Funding requirements.
Traffic control systems and devices.
Methods and techniques of researching, compiling, interpreting, and presenting statistics and data.
Mathematical principles as applied to engineering work.
Engineering maps and records.
Methods and techniques of developing maps and legal descriptions.
Construction methods, procedures, standards, and materials.
Permitting requirements from various federal, state and local agencies.
Operational characteristics of standard engineering equipment.
Surveying equipment, principles and techniques.
Methods and techniques for basic report preparation and writing.
Proper English, spelling and grammar.
Occupational hazards and standard safety procedures.
Principles and practices of record keeping.
Modern office procedures, methods, and computer equipment including personal computer hardware and software applications.
Uses, capabilities, and operational characteristics of specialized engineering information technology hardware and software.
Computer applications including AutoCAD, GIS, Microsoft Office and database applications.
Computer aided drafting principles and techniques.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a variety of complex technical office and field engineering work.
Prepare and review plans and documents for conformance to regulations.
Prepare a variety of drawings, sketches, maps, graphs, and related technical documents.
Prepare maps and layouts from notes and sketches.
Read and interpret maps.
Read, interpret, and review legal property descriptions, engineer records and maps.
Deal tactfully and courteously with the public, contractors, and representatives of other agencies in providing information about Public Works Department policies, projects, and procedures.
Perform a variety of data gathering and compilation for engineering studies.
Make accurate engineering computations and drawings.
Operate a variety of engineering equipment in a safe and effective manner.
Maintain accurate engineering files and records.
Prepare clear and concise technical reports.

CITY OF CAMARILLO
Engineering Technician I/II/III (Continued)

Perform field inspections.
Perform all survey tasks, operate survey equipment and coordinate work of a survey crew.
Use computers aided drafting and design systems, databases, GIS systems and other programs related to engineering design.
Review plans and documents for conformance with regulations.
Understand and interpret legal descriptions, engineering reports and maps.
Analyze a complex issue and develop and implement an appropriate response.
Analyze and evaluate new and existing methods and standard operating procedures.
Apply applicable City codes and regulations.
Operate various equipment and tools required to perform engineering technician work, including the operation of office computer equipment and a variety of software and applications, such as Computer Aided Design (CAD) and large print copy machines.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience Guidelines - *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:*

Engineering Technician I

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering or a related field.

Experience:

Some technical engineering experience is desirable.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.
Some Traffic positions require possession of, or ability to obtain within six months of employment, Radar Certification.

Engineering Technician II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering or a related field.

Experience:

Two years of increasingly responsible technical engineering experience comparable to a Engineering Technician I with the City of Camarillo.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.
Some Traffic positions require possession of, or ability to obtain within six months of employment or appointment to the "II" level, Radar Certification.

Engineering Technician III

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering or a related field.

Experience:

Three years of increasingly responsible technical engineering experience including two years of experience comparable to a Engineering Technician II with the City of Camarillo.

License or Certificate:

Possession of a valid California driver's license at a level appropriate to the equipment operated.

Some Traffic positions require possession of Radar Certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed in both an office and field environment; travel from site to site; occasional exposure to outside weather conditions; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; visual acuity for reading engineering plans and specifications; and to verbally communicate to exchange information.

April, 2008
Johnson & Associates

Revised: November, 2015