

DEFINITION:

Under general direction, performs engineering, surveying, permitting and other related activities including field inspection for public works and land development projects; supervises and coordinates the work of subordinates.

EXAMPLES OF DUTIES:

NOTE: The following are typical duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

1. Hire, train and evaluate assigned personnel and document employee performance.

Measures: Effective supervisory and motivation techniques are utilized. Efficient allocation of personnel. Up-to-date and effective performance evaluations are prepared.

2. Prepare, review, and check complex engineering drawings for public works construction and other related projects; prepare cost estimates; coordinate with other City departments and other agencies on location of existing facilities and utilities.

Measures: Quality delineation, legibility, completeness, and a minimum of errors and corrections. Accuracy, speed, thoroughness and efficiency of tasks.

3. Prepare or oversee the development of drawings delineating the as-built conditions of construction projects.

Measures: Accuracy, speed, thoroughness and efficiency of tasks.

4. Perform, review and check routine and complex engineering and surveying calculations.

Measures: Accuracy, speed, thoroughness and efficiency of tasks.

5. Reduce survey notes; participate as member of survey crew; plot cross-sections and topography; keep survey notes and records; research legal descriptions; plot boundary lines and calculate land areas; calculate survey traverses for accuracy; operate survey equipment and instruments.

Measures: Quality delineation, legibility, completeness, and a minimum of errors and corrections. Accuracy, speed, thoroughness and efficiency of tasks.

6. Assist in preparation of design studies and reports for all types of projects.

Measure: Accuracy, speed, thoroughness and efficiency of tasks.

7. Research, prepare, and maintain, under direction of the City Surveyor, legal descriptions and exhibits related to easements and right-of-way.

Measures: Quality delineation, legibility, completeness, and a minimum of errors and corrections. Accuracy, speed, thoroughness and efficiency of tasks.

8. Prepare diagrams, charts, agenda packets, maps, graphs, presentations for City Council, management and public meetings.

Measures: Quality delineation, legibility, completeness, and a minimum of errors and corrections. Accuracy, speed, thoroughness and efficiency of tasks.

9. Provide assistance to other personnel within or outside of the department with drafting, mapping and related work as directed. Train and share job knowledge with Engineering Aids, Engineering Technicians and others as necessary.

Measures: Follow drafting and industry standards while meeting the special needs of the department. Job knowledge and communication skills.

10. Assist customers at counter and on the telephone; respond to public's questions related to activities and projects; provide information to public; lead activities in the processing of encroachment permits, deferral agreements, building permits, transportation permits, traffic impact fee determinations, utility location confirmations, database management, and other Permit Center functions as required; compute and enter fees into computer; when fees are paid, issue permits.

Measures: Acts as an informed, tactful, and courteous representative to the general public. Accuracy of calculations and data entry and conformity with City Code. Effective coordination of information flow between other City Departments.

11. Prepare, review and check complex technical drafting work and prepare construction standards and complex detailed design drawings.

Measures: Quality delineation, legibility, completeness, and a minimum of errors and corrections. Accuracy, speed, thoroughness and efficiency of tasks. Job knowledge.

12. Review plans and transfer, or cause to have transferred, information to City wide utility mapping system for field and other departmental uses.

Measures: Quality delineation, legibility, completeness, and a minimum of errors and corrections. Accuracy, speed, thoroughness and efficiency of tasks. Job knowledge.

13. Perform data entry to computer aided drafting/geographic information and modeling systems.

Measures: Quality delineation, legibility, completeness, and a minimum of errors and corrections. Accuracy, speed, thoroughness and efficiency of tasks. Job knowledge.

14. Perform construction inspections of City public works projects and land development projects. Serve as the assistant resident engineer for public works projects.

Measures: Accuracy, speed, thoroughness and efficiency of tasks. Meets job standards.

15. Under general direction of the City Surveyor, review subdivision maps, parcel maps, property line adjustments and easements for compliance with standard practice, City ordinances and the Subdivision Map Act.

Measures: Quality delineation, legibility, completeness, and a minimum or errors and corrections. Accuracy, speed thoroughness and efficiency of tasks. Job knowledge.

16. Perform basic engineering or surveying calculations including, but not limited to, alignments, earthwork, cross section development, and contract item quantity calculation. Develop draft contract specifications and estimates for public works projects.

Measures: Accuracy, speed, thoroughness and efficiency of tasks.

17. Check parcel and final maps for development projects to confirm that ordinances and codes are being followed.

Measures: Accuracy, speed, thoroughness and efficiency of tasks. Compliance with construction regulations and codes.

18. Advise contractors, consulting engineers and property owners/developers of regulations and codes related to the construction of improvements.

Measures: Accurate information disseminated in a courteous and professional manner.

19. Process subdivision agreements, collect/release securities, issue notices of completion/violation, and write staff reports for land development projects.

Measures: Accuracy, speed, thoroughness and efficiency of tasks. Compliance with construction regulations and codes.

20. Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Engineering design principles and practices; manual and computer aided drafting equipment and programs; computer modeling software; GIS programs; survey law, techniques and calculations;

engineering calculations; construction procedures and standards; legal descriptions; maps and improvement plans; construction specifications; assessment spreads; engineering cost estimates; facility mapping and record keeping; filing systems; and effective public relations skills and techniques.

Ability to:

Work independently and interact effectively and positively with the public and employees. Demonstrate supervisory skills; coordinate the work of staff; perform drafting; operate engineering calculators, computer aided drafting systems, drafting equipment, and electronic spreadsheets; conduct research; make routine engineering/surveying calculations quickly and accurately; read and interpret plans and drawings and codes, rules and regulations; communicate clearly and concisely; read and write clearly and accurately; and coordinate work with others.

Education:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying; typical education would include a high school diploma, or equivalent and additional course work in engineering, industrial technology, architecture, technical drafting, or a related field.

Experience:

Typical experience would include three years of relevant technical experience equivalent to that of the Engineering Technician II.

Special Requirements:

Possession of the appropriate California driver's license, or the ability to acquire one within ten days of appointment.