

## CITY OF CLOVERDALE

### SENIOR ENGINEERING TECHNICIAN

*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 limited supervision, provides key technical support to the City's Public Works Department and works cooperatively with other City staff. Performs a variety of routine engineering tasks including permit intake for permits issued by the engineering division; plan review for development and capital improvement projects; development of plans and specifications for routine maintenance and upgrade projects (e.g. curb ramps, fence upgrades, slurry seals); management of smaller construction projects; coordination with public works and maintenance contractors for the City's traffic signals; response to public inquiries and concerns; management of consultant contracts; maintains inter-agency coordination; maintain files and tracking statistics; other work as required.

#### **Supervision Received and Exercised**

Receives general supervision from City Engineer and/or Public Works Director and assigned managerial staff. This position may supervise staff.

#### **Class Characteristics**

This is the senior level in the Engineering Technician series. The senior technician performs at an advanced working level performing technical engineering work. This class is distinguished from the Engineering Technician by the complexity of assignments, lead worker and/or supervisory responsibilities, job management, which the incumbent is expected to perform.

#### **Examples of Essential Duties (Illustrative only)**

- Performs map and plan checking for a variety of public and private projects;
- Reviews property descriptions,
- Reviews tentative, parcel, subdivision maps, commercial and residential plans, civil and landscape improvements, lot line adjustments and annexation maps;
- Requests other governing agencies' review and approval;
- Checks plans for compliance with City's engineering criteria, plan check list, ordinances and construction standards
- Updates and organizes engineering data and department's maps, including City's base maps and related GIS data;

- Drafts miscellaneous City documents for both the Engineering Department and other departments
- Maintains map, deed, subdivision, parcel and street light log files;
- Verifies computer, and/or statistical calculations used in engineering;
- Administers engineering contracts;
- Reviews consultants' deliverables;
- Tracks, updates and organizes various statistical data;
- Interprets applicable City codes and construction standards with developers, engineers, landscape architects or their representatives to resolve plan check differences;
- Responds to a variety of information requests;
- Provides clerical and technical support responding to complaints and questions by phone, mail, or over the counter
- Review and issues Encroachment Permits;
- Manages, files and reviews traffic data, including accidents, speed survey, traffic signs, traffic signals, etc;
- Assists with Pavement Management Program
- Assists the development and management of GIS data, and other City infrastructure data;
- Assists in the delivery of the Capital Improvement Program;
- Drafts Council Agenda Reports for routine items;
- May supervise staff.

### **Other Duties**

- Performs special projects and provides engineering assistance, to the City Engineer, City Manager, and other City departments;
- Makes field inspections;
- Provides input on construction inspection punch lists;
- Prepares and files correspondence and reports;
- Computes fees;

### **Qualifications**

#### **Knowledge of:**

- 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.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and department policies and procedures.
- Technical engineering mathematics.
- Technical report writing practices and procedures.
- Knowledge of and advanced use of spreadsheets.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.

- Basic knowledge of statistical analysis.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Knowledge of the principles of project management.

Ability to:

- Understand and explain City policies, procedures, fees, and basic engineering regulations to the general public, developers, contractors, and City staff.
- Deal tactfully with the public and others in providing information, answering questions, and providing customer service.
- Perform responsible technical engineering support work with accuracy, speed, and minimal supervision.
- Read and interpret engineering plans, technical drawings, specifications, and maps.
- Make accurate mathematical and basic engineering calculations.
- 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 and interruptions.
- Operate office equipment and computer applications related to the work.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Understand and use new technologies such as computer-aided design (CAD) and other application programs
- Supervise the work of assigned staff; assign, direct, monitor, and evaluate staff's work
- Perform work at a more advanced level which requires a greater degree of independence and knowledge

**Education and Experience**

Possession of an Associate Degree with major course work in, civil engineering technology, land surveying and/or construction management or a closely related field is required and two years of technical engineering experience involving the design and construction of civil projects.

Positions in this classification are normally filled by the advancement from the classification of Engineering Technician or, when filled from the outside, requires significant prior related work experience.

**License Requirement**

Possession of a Class C California driver's license by date of appointment.

## **Working Conditions**

Position requires prolonged sitting, standing, walking, reaching, repeated twisting of upper body, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. Fine coordination is used when the incumbent is preparing construction plans, reviewing and revising statistical data, plans and prints. The position also requires the necessity of acute near, far, and color vision when comparing onsite construction conformance to approved plans and reviewing plans, blueprints and computer programs. The needs to lift, push, and move files weighing greater than 25 pounds is also required. Additionally, the incumbent in this position works in all weather conditions subjecting the incumbent to dampness and dust.