

CITY OF BRISBANE

ENGINEERING TECHNICIAN

Definition

Under direction of a Senior Civil Engineer, learns and performs sub-professional field and office civil engineering work related to the City's capital improvement projects, City infrastructure and daily departmental operations; confers with developers, contractors and representatives of other city departments and external agencies; and prepares a variety of reports and performs related work as required.

Class Characteristics

Engineering Assistant is a classification of employee that provides technical support and assistance in the production, review and processing of various civil engineering plans, permits, specifications and technical reports; that generates design drawings using CAD and GIS programs; and that performs a variety of technical tasks relative to assigned areas of responsibility.

This classification is distinguished from Assistant Engineer I in that the latter serves as an entry level position for those employees possessing the requisite education and background to ultimately obtain registration as a professional engineer. This classification does not require nor envision professional registration.

Examples of Duties (Illustrative Only)

- Learns to and prepares basic designs, specifications, plans, estimates and reports for the development and modification of City infrastructure, including streets, curbs, gutters, underground lines, and various facilities and appurtenances.
- Reviews private development plans submitted by developers, land owners and engineers for adequacy of application and conformance to City standard plans and specifications.
- Participates in the advertising and bid processes for capital projects.
- Provides contract administration support for various public works projects; ensures contractor compliance with contract documents, time and budget estimates.
- Performs precise work and prepares accurate reports of moderate complexity.
- Assists developers, consultants, contractors and the public by providing engineering information and assisting, interpreting and complying with City policy and construction requirements; participates in conferences with engineers, developers and the general public on engineering problems, inquiries or complaints.
- May assist with State and Federal drinking water, sanitary and storm water permit compliance.
- Participates in meetings with other public, regulatory and private organizations
- Prepares a variety of written correspondence, reports, grant applications, procedures and other written materials.
- Maintains a variety of public works department and engineering division program and project files and records.

Qualifications

Knowledge of:

- Principles and practices of civil engineering related to public infrastructure, including facilities, streets, water, sanitary sewer and storm drain systems.
- General understanding of storm water pollution prevention and best management practices.

- Applicable computer aided design, Geographic Information System and database software related to engineering tasks.
- Use of computer systems for drafting, design, mapping, plotting, recordkeeping and reporting.
- Software applications including Microsoft Word, Excel and PowerPoint.
- Standard form, format and content of engineering plans.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational and regulatory organizations and with property owners, developers, contractors and the public.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in:

- Independently preparing clear, concise and accurate reports, correspondence, procedures and other written materials under general supervision.
- Accurately reading and interpreting existing facility and utility maps and improvement plans as well as correctly reading and interpreting cross-sections, topographic maps and general survey information.
- Assisting in developing and administering contracts for professional services and construction in a public agency setting.
- Conducting basic research projects, evaluating alternatives, making sound recommendations and preparing effective technical reports.
- Interpreting, applying and explaining codes, regulations and ordinances.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work and communicating effectively, both orally and in writing.
- Functioning under demanding time pressure, responding in a positive manner to supervision, and attending work and performing duties on a regular and consistent basis.

Education and Experience:

Equivalent to a two years college coursework or certificate program with an emphasis in computer aided design, engineering technology and/or construction management is required. One to two years experience in technical engineering support or construction management or plan review is required. Bachelor's degree in related engineering field is desirable and may substitute required experience.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. A Water Distribution Operator I level certification as issued by the State of California and/or a Collection System Maintenance I level certification issued by the C.W.E.A., or obtain such certification in a time frame designated by the City. Such certification must be maintained during employment.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect City development and construction sites, to operate a motor vehicle and to visit various City and meeting sites; ability to carry up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Approved Date: June 19, 2014
Resolution: 2014-25

Revised Date:
Resolution:

Bargaining Unit: General Employees Association
Resolution: 2014-26

Former Titles:

Abolished: