



Position Description

**ENGINEERING TECHNICIAN/PUBLIC WORKS INSPECTOR**

**DEFINITION**

The class of Engineering Technician/Public Works Inspector performs a variety of sub-professional engineering work involving both office and field assignments. These include design detailing, surveying, right-of-way and public works inspection.

**SUPERVISION RECEIVED/EXERCISED**

Depending upon assignment, work is performed independently or under the general supervision of professional engineering staff. A position in this class may provide training and technical assistance to new or temporary staff.

**DISTINGUISHING CHARACTERISTICS**

This is a journey-level classification requiring the performance of complex technical engineering work in a variety of areas. It is distinguished from all professional classes through the technical nature of the work performed and the lack of a requirement to be a degreed engineer.

**EXAMPLES OF DUTIES (Illustrative Only)**

Performs inspections relating to public works projects; enforces compliance with plans, specifications and City policies and procedures; and administers and monitors contracts for such projects.

Coordinates the operation of utility encroachment permit functions.

Assists in the preparation and evaluation of plans and specifications for public works and utility projects.

Performs specialized tasks regarding right-of-way work.

Collects and calculates office and field data for topographic mapping, right-of-way and boundary control; performs construction staking on assigned projects.

Develops, proposes and implements solutions to engineering, drainage, traffic, safety and environmental/erosion problems, including the preparation of drawings and contract change orders.

Reviews and comments on Environmental Impact Reports and other development proposals.

Uses a computer and other electronic equipment to solve a variety of engineering-related problems.

Prepares and maintains reports and records.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles, practices and terminology of a variety of technical engineering support work, including drafting, mapping, design construction, survey and field inspection.

Public works construction methods and materials.

Use of computers and computer applications related to engineering work; "Computer-Aided Design and Drafting" (CADD) highly preferred.

Data collection and analysis, and standard office practices and procedures.

#### **Ability to:**

Effectively perform work in a variety of complex sub-professional engineering areas.

Accurately interpret engineering plans and specifications.

Follow complex written and verbal instructions; and make accurate mathematical and engineering calculations.

Effectively utilize a computer and applicable computer applications.

Acquire a working knowledge of policies, procedures and regulations of the City and other agencies.

Prepare and maintain accurate reports, records and sketches.

Work in inclement weather.

Maintain effective working relationships with those contacted in the course of work.

## **EDUCATION AND EXPERIENCE**

Sufficient education and experience to satisfactorily perform the duties of the class. A typical qualifying background would be equivalent to graduation from high school or possession of GED supplemented by two years of college in a pre-engineering or closely related curriculum and two years of sub-professional engineering experience.

## **LICENSES REQUIRED**

Possession of or ability to obtain and maintain a valid State of California Driver's License.

## **TOOLS**

Car or truck, surveying equipment, personal computer, CADD and/or GIS software applications, calibrator, drafting tools, phone, fax, and copying machines.

## **PHYSICAL CONDITIONS**

Incumbent must have appropriate hand eye dexterity to operate computer equipment for extended period of time; climb steep slopes and work in dusty and rainy conditions; routinely lift and move objects weighing in excess of 50 pounds.

## **WORK ENVIRONMENT**

Incumbent generally works in an office setting, but is often required to perform inspections in the outdoors and in inclement weather.

Effective Date: October 14, 1996

Resolution Number: 1996-38

Revision History: