SENIOR ENGINEERING TECHNICIAN

DEFINITION
Under general supervision, assists in the preparation of plans and specifications and the inspection of capital improvement construction projects.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assists in the preparation of plans and specifications and the inspection of capital improvement construction projects;
- Conducts field observations and inputs information into drawings;
- Assists with the research of projects and collecting, compiling, analyzing and performing concept design;
- Performs engineering calculations and drafting using computer hardware and software;
- Assists in monitoring and implementing project plans, specifications and designs of public works construction in compliance with City, state and Federal standards and requirements.
- Oversees smaller projects and assists with the oversight of portions of larger projects;
- Assists residents with questions, concerns or requests; prepares draft memos and reports for engineering and construction projects;
- Prepares water quality and storm water discharge reports and documents progress of projects and maintains files, records and paperwork;
- Assists in monitoring project time and budgets.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable City, state, regional and Federal statutes, rules, ordinances, codes and regulations governing public works operations, engineering and construction principles and practices relating to public works, occupational hazards and safety guidelines,
- Skilled in file and records management, in organizing and managing various projects, working with staff to communicate stages of projects;
- Ability to perform essential duties with minimum supervision, and to effectively communicate verbally and in writing in English to all levels staff and the public
- Must be proficient in operating a personal computer hardware and software to perform essential job duties.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, climbing and bending; May be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and construction sites.

QUALIFICATIONS
Associates Degree in Drafting, Construction Management or closely related field AND 3 years experience in construction, planning, building and safety or public works field or an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.