

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Engineering Technician III
ALLOCATION: Community Development and Services Agency
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: July 2017

JOB SUMMARY:

Under general supervision, performs the most complex and responsible sub-professional office and field work in support of County engineering activities including surveying, drafting, GIS and other computer programs, Stormwater Management Program, traffic data collection, public works inspection, permit issuance and plan review; and performs related work as assigned.

This is the advanced journey level in the engineering technician class series. This position is not flexibly staffed with Engineering Technician I/II classification.

CLASS CHARACTERISTICS:

This position reports directly to a Public Works Project Manager and may receive lead direction from professional Engineer. This class is distinguished from the Assistant/Associate Engineer in that the latter provides higher level assistance to management staff or higher level engineers in the areas of research, data collection, project administration, preparation of reports and preparation of engineering plans and specifications. This class is further distinguished from Engineering Technician II by the complexity of assignments and by the level of direction of subordinate's work.

EXAMPLES OF DUTIES:

Essential:

- Perform the most complex office and field duties related to land surveying and mapping; work on a survey party; may serve as party chief on survey crew; make field calculations and reduces field survey notes; and make related office computations.
- Provide information to the public, developers, engineers, surveyors, other departments and external agencies associated with County procedures and regulations, which require the interpretation of policies and procedures related to plan requirements, property ownership and facility locations; provide guidance to other technicians as a technical expert; may review work of others.
- Review a variety of plans and designs to ensure conformance with codes and regulations; review engineering drawings and specs to verify calculations, quantities, accuracy and completeness.
- Review deeds, easements, records, documents and other survey data pertinent to a mapping or survey analysis project.
- Prepare and review specifications and bid documents for County projects.
- Maintain Public Works online information and participate in improving online information.
- Draft, design, and prepare and update a variety of textual and graphical presentations such as maps, charts, plans, details, record of surveys, and other engineering documents.
- Understand and implement the County's Stormwater Management Program, including use of Best Management Practices, performing water quality monitoring and inspections, and applying water quality enforcement actions.
- Inspect public works construction and County infrastructure such as roads, bridges and related projects performed by private contractors and County crews for compliance with plans and specifications; conduct compliance tests on construction materials.
- Operate various engineering equipment, tools and survey instruments.
- Assists in preparing and administering construction and consultant contracts.
- Perform or oversee the performance of drafting and computing, using Autocad.
- Perform or oversee the performance of GIS functions for the department.
- Perform the full range of engineering technician duties.
- Conduct traffic studies.
- Prepare, issue and process encroachment permits and parade permits for work and/or events in the County right-of-way; process, issue and maintain records for transportation permits.
- Prepare a variety of written materials, such as bid abstracts, correspondence and reports; prepare specifications, construction cost estimates and engineering reports.
- Perform basic materials tests or take and transport samples for testing by a contract laboratory.

- Establish and maintain accurate files and records; develop and update permanent files for County retention.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Use specialized equipment to develop and produce copies of maps, drawings and blueprints; use specialized surveying instruments and field measuring devices.
- Use standard office equipment in the course of the work; drive a personal or County-owned motor vehicle to attend meetings and visit work sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Engineering principles, practices and methods applicable to office and fieldwork involving the design and construction of public works projects.
- Practices, procedures, techniques and equipment for surveying and drafting.
- Practices and methods of conducting traffic studies.
- Engineering or surveying mathematics.
- Computer applications related to engineering, drafting, GIS, and maintaining an online presence.
- The County's Stormwater Management Program, SWPPPs.
- FEMA Flood Insurance Rate Maps, flood zones, elevation certificates.
- Strengths, properties and uses of engineering construction materials.
- Relevant laws, codes, regulations and ordinances.
- Basic principles, practices and procedures of construction contract administration.
- Principles and practices of cost estimating.
- TrakiT, CDSA's land management and permitting program.
- The County's addressing system, and its interconnectivity with TrakiT.
- Safety principles, practices and equipment related to the work.

Skill in:

- Performing responsible engineering office and field work including surveying, drafting, and construction inspection.
- Reading, reviewing, and interpreting engineering drawings, maps, plans and specifications, legal descriptions, regulations, survey data, and technical documents.
- Gathering and compiling data and information and preparing accurate technical reports and documents.
- Performing accurate mathematical calculations.
- Communicating and working effectively with a variety of individuals, agencies and organizations.
- Planning, organizing and prioritizing the work of others on a project or day-to-day basis.
- Properly using engineering equipment, tools and instruments routinely used by the Public Works Department.
- Understanding and implementing the County's Stormwater Management Program.
- Operating computer systems to meet work unit needs including GIS, Autocad, and programs used to maintain online information.
- Activities pertaining to TrakiT; including administrative functions such as coordinating TrakiT configurations, issues, and resolutions.
- Maintaining complete and accurate records.
- Preparing accurate engineering plans, specifications, cost estimates and engineering reports.
- Assisting in contract administration.

Ability to:

- Take the lead on an assigned program or task.
- Work independently, but within established guidelines
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Deal tactfully and effectively with the public, regulatory agencies and policy-making bodies, developers, engineering firms and contractors, and others contacted in the course of the work.
- Organize, plan and prioritize work, developing specific goals and plans to accomplish work in a timely manner as established by regulations and local policy.
- Provide lead direction; effectively train staff.
- Pay attention in detail and be thorough in completing work tasks.
- Communicate clearly and concisely, both verbally and in writing.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Strength and stamina to walk for long periods of time and conduct field inspections and investigations.
- Perform physical activities that require considerable use of arms and legs, and moving your whole body, such as climbing, lifting, walking, stooping, kneeling, crouching and crawling.
- Mobility to drive a motor vehicle to visit field sites.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work is performed both in office and in the field at various work sites.
- Position may work with exposure to heavy traffic, hazardous terrain, moving construction equipment, noise, chemicals, and various weather conditions (sometimes extreme).

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- May be required to file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Associate's Degree from an accredited college in an appropriate engineering discipline or related field and two years of related sub-professional engineering experience with at least one year of experience at a level equivalent to the County's class of Engineering Technician II; or four years of related sub-professional engineering experience with at least two years of experience at a level equivalent to the County's class of Engineering Technician II.

PREFERRED: In addition to the minimum, additional years of experience as described above. Valid certification through CASQA as a Qualified SWPPP Developer (QSD).

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Approval:
Date:

EEOC: C
WC: 9410

Human Resources Approval: Analyst
Date:

Signature: _____

Signature: _____