

## **ENGINEERING TECHNICIAN I**

### **DEFINITION**

Under general supervision, to perform a variety of technical engineering office support work; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry and first working level for in the Engineering Technician class series. Incumbents may also perform field assignments as necessary. Incumbents perform a variety of basic engineering support work. Many assignments are performed in a training and learning capacity. When an incumbent becomes familiar with the full scope of office and field engineering support assignments, and demonstrates sound work habits, they may reasonably expect promotion to the Engineering Technician II level.

### **REPORTS TO**

Assistant Director of Public Works, Director of Public Works.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None.

## **ENGINEERING TECHNICIAN I - 2**

### **EXAMPLES OF DUTIES**

- Performs routine drafting and mapping assignments using manual or computer aided methods.
- Receives and researches inquiries regarding property records, maps, plans, and legal descriptions.
- Copies data and prepares notices.
- Scans maps into the computer system.
- Confirms that deeds correctly describe parcels.
- Verifies ownership on Assessor maps.
- Assists with the examining of maps for completeness.
- Maintains map and engineering files.
- Assists with developing plans and specifications for building projects.
- Maintains master indices for roads, records of survey, parcel maps, corner records, etc.
- Maintains financial and statistical information.
- Researches unrecorded surveys and answers questions from the public and other staff.
- Performs a variety of office support assignments.
- Prepares correspondence, memos, and other documents.
- Researches mineral surveys.
- May perform field support work as delegated.
- Receives and logs public complaints and information requests.
- Provides support for technical, paraprofessional, and professional engineering staff.
- Makes a variety of mathematical computations.
- Provides information to the public, contractors, engineers, developers, and representatives of other government agencies.
- May perform support work for County Service Areas.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office work; may occasionally work in an outdoor environment; continuous contact with staff and the public.

## ENGINEERING TECHNICIAN I - 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Basic knowledge of engineering technical support work, including drafting, mapping, and property descriptions.
- Engineering mathematics, including geometry and trigonometry.
- Data collection and analysis.
- Use of computers and computer applications related to engineering work.
- Standard office practices and procedures.

#### **Ability to:**

- Perform basic engineering office and field support work.
- Use drafting materials and equipment.
- Analyze and insure the accuracy of property descriptions.
- Develop accurate records, sketches, and notes.
- Prepare a variety of records and reports.
- Read and interpret maps, drawings, and property documents.
- Make accurate mathematical calculations.
- Use a computer and computer applications in the performance of engineering support work.
- Effectively represent the Public Works Department in contacts with the public, contractors, developers, and other government agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Formal educational training in mathematical subjects such as geometry, advanced algebra, or trigonometry. Some previous experience in engineering support work is highly desirable.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California Drivers License must be maintained throughout employment.