



Job Code: 330
FLSA: Non-Exempt
Unit: PCEA
Revised: 2/2000

ENGINEERING TECHNICIAN I

DEFINITION

This is the entry level classification in the engineering technician class series. Performs a variety of routine technical engineering duties of modest difficulty. Performs related work as assigned.

SUPERVISION RECEIVED/EXERCISED

Supervision is received from either professional engineers, engineering associates, or the Engineering Technician III. Exercises no supervisory responsibilities.

TYPICAL DUTIES

1. Assists in the preparation of plans and drawings for capital improvement projects by researching and collecting information, performing and/or updating routine mathematical calculations, repairing simple drawings and sketches, and writing routine specifications and special provisions for projects.
2. Prepares graphs, charts and exhibits for presentation.
3. Gathers information and assists in the writing of property descriptions required in property acquisition.
4. Serves as a member of a field survey team; records field notes and makes simple mathematical calculations.
5. Processes applications for overlimit truck permits, encroachment permits and flood zone elevation certificates.
6. Copies plans and blueprints.
7. Performs technical drafting tasks; make routine tracings and drawings.
8. Assists with the maintenance and updating of standard specifications/details; prepares associated illustrations as needed.
9. Replies to inquires and requests for information.
10. Researches and organizes technical information.
11. Maintains engineering records.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Higher mathematics including algebra, and geometry.
2. Elementary drafting techniques.
3. Basic surveying techniques and procedures.
4. Basic civil engineering and construction principles.

Skill to:

1. Perform required mathematical calculations.
2. Assist in the conduct of field surveys.
3. Write simple engineering specifications and details.
4. Prepare engineering drawings, maps, charts of modest difficulty.
5. Research and organize engineering information and data.
6. Explain engineering data of modest complexity.
7. Undertake technical engineering assignments of increasing difficulty.
8. Provide quality customer service.
9. Basic computer skills.

EDUCATION/EXPERIENCE

Education:

High School graduation or GED equivalent with classes in higher mathematics and drafting.

Experience:

Technical experience in the field of civil engineering to include surveying and drafting is desired.

License:

Possession of a valid Class C California Drivers License.

Other Requirements:

Ability to lift objects weighing up to 50 pounds; bend , kneel, and stoop frequently, walk over uneven ground; sit for prolonged periods of time.