



Job Code: 332
FLSA: Non-Exempt
Unit: PCEA
Revised: 2/2000

ENGINEERING TECHNICIAN II

DEFINITION

This is the journey level classification in the engineering technician class series. Performs at an intermediate level of complexity a variety of skilled technical and office engineering duties for public works improvements including design of capital improvement projects; review of private development construction plans; maintenance of engineering details/specifications. Performs related work as requested.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from either the Associate Civil Engineer, Engineering Associate, Assistant Engineer, or Engineering Technician III. Exercises no supervisory responsibilities; may direct part-time or temporary engineering personnel.

TYPICAL DUTIES

1. Prepare plans, profiles and cross sections for various public works improvement projects based upon aerial maps, topographic surveys and other field data.
2. Develop special provisions to be used in conjunction with project plans.
3. Review various aspects of private developments plans to ensure conformance with city requirements and standards.
4. Prepare charts, graphs, and illustrations.
5. Draw and update city maps, plans, and plats.
6. Conduct the initial review of tract and parcel maps.
7. Conduct title research.
8. Perform routine quantity take-offs and cost estimates.
9. Research utility information with other agencies.
10. Assist in conducting project field reviews.
11. Participate in the review and recommendation process for permits such as encroachments, and grading.

CITY OF PLEASANTON
Engineering Technician II - Page 2
Revised: 2/2000

12. Respond to customer requests for information either over the telephone or at the Public Works Engineering counter.
13. Maintain engineering records.
14. Coordinates project requirements with appropriate City departments and outside agencies.
15. Direct consultants as necessary under supervision of immediate supervisor.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic design criteria for street and pipeline projects. Drafting techniques and formats using manual methods and computer software.
2. Research techniques and methodologies.
3. Technical report writing.
4. Working knowledge of the principles, functions, and applications of engineering mathematics including algebra, geometry, and trigonometry.
5. Contemporary engineering principles and practices.
6. Construction practices.
7. Public Works contracts, process and procedures.

SKILL TO:

1. Apply technical engineering principles and practices.
2. Read and interpret plans and blueprints.
3. Perform computations involving engineering formulas, trigonometry, and geometry.
4. Perform drafting functions using manual methods and computer software.
5. Perform quality take-off and cost estimates.
6. Research and understand title reports, county property records, deed and other official documents, express factual and conceptual information verbally and in writing.
7. Develop and maintain effective work relationships.
8. Provide quality customer service.

EDUCATION/EXPERIENCE

Education/Experience

Any combination of education and/or experience which has provided the knowledge, skills, and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills, and abilities would be: completion of course work from an accredited college or university with course work in engineering, drafting, and mathematics including geometry and trigonometry or graduation from an accredited high school and two years of progressively responsible experience performing technical engineering work in design and/or development plan review.

License:

Possession of a valid Class C California Drivers License.

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