



**Job Code:** 0334  
**FLSA:** NE  
**Unit:** PCEA  
**Revised:** 8/98

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## ENGINEERING TECHNICIAN III

### DEFINITION

This is the highest level technical engineering class; assigned responsibilities are generally commensurate with those assigned the Assistant Engineer II class. Incumbents may be assigned to and rotate between any of the division's sections including private development, capital improvement, and traffic; performs related work as required.

### SUPERVISION RECEIVED/EXERCISED

Supervision is provided from an associate level engineer. Class incumbents may, on a project by project basis, be responsible for the supervision of assigned technicians.

### TYPICAL DUTIES

1. Reviews private development plans of varying sizes and complexity to ensure submitted design and construction materials meet accepted engineering standards, Subdivision Map Act, conditions of approval, local design standards and specifications; identifies design features or materials not in compliance with standards and recommends appropriate changes; ensures required changes incorporated into final development plans.
2. Reviews and processes amendments to assessment districts.
3. Coordinates construction with appropriate City departments and other involved agencies.
4. Provides engineering advice and assistance during project construction.
5. May on occasion be assigned inspection duties.
6. Designs or directs the design of a variety of public improvements including streets, utilities and structures, including gathering and analyzing of applicable engineering data.
7. Prepares preliminary and final plans and specifications.
8. Prepares preliminary and final cost estimates.

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9. Prepares bid documents and construction schedules, solicits bids, makes recommendations regarding bid award.
10. Provides technical engineering advice and upon project construction completion, secures formal project acceptance; authorizes release of bonds and retentions, and prepares related staff reports.
11. Responds to public requests for information.
12. Processes requests from property owners to connect to existing public utilities including cost of required utility extensions.
13. Reviews requests for annexations for compliance with City policies and LAFCO standards; secures necessary approvals; processes annexations through various regulating agencies including preparing necessary schedules, application forms and obtaining supporting documents.
14. Represents City at various proceedings; prepares related staff reports.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Engineering terminology, principles and practices associated with public works design and construction.
2. Construction materials.
3. Public works engineering/construction standards.
4. Construction safety practices.
5. Construction law.
6. Computer aided design.

**Skill to:**

1. Perform engineering research and analysis.
2. Review construction plans to ensure compliance with accepted engineering standards and City requirements.
3. Design public works projects.
4. Bid public works projects.
5. Administer contracts.
6. Maintain records and prepare reports.
7. Interact effectively with people.
8. Perform duties with a minimum of supervision.

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**Education:**

College course work in civil engineering.

**Experience:**

Four years of experience in public works engineering.

**License:**

Valid California Class C driver's license.

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