

**ENGINEERING TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To provide technical support and assistance in the reviewing and processing various City engineering plans, permits and specifications; to ensure completeness and accuracy of documents prior to issuance; to generate computer aided design drawings for capital projects including data entry, revision and correction of existing drawings, maps and records; to perform a variety of technical tasks relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level management or supervisory staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Provide technical support and assistance in reviewing and processing various City engineering plans and specifications; ensure completeness and accuracy of documents prior to approval.
2. Operate computer operated design work station to perform drawings for capital projects using designated computer applications.
3. Prepare initial design sheets and maps to assist other staff members in project activities; provide assistance in the use of associated computer hardware and software.
4. Review and process encroachments, construction documents, agreements and other permits.
5. Update, revise and maintain the pavement management database; collect data from plans; enter accurate measurements of sites; run reports.
6. Attend and participate in the Traffic Safety Committee; prepare agenda; review submissions; investigate, and resolve complaints in an efficient and timely manner
7. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
8. Participate in professional group meetings; stay abreast of new developments in the field of computer aided design.

**Marginal Functions:**

1. Provide technical assistance to other staff members as required.
2. Perform related duties and responsibilities as required.

**CITY OF BELMONT**  
**Engineering Technician (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

Basic techniques of reviewing engineering plans and specifications.  
Basic techniques of civil drafting and computer aided design.  
Methods and techniques of revising and updating plans and specifications.  
Operational characteristics of computer aided design systems and applications.  
Modern office procedures, methods and equipment including computers and supporting work processing and spreadsheet applications.  
Principles and procedures of record keeping.  
Principles of basic report preparation.  
English usage, spelling, grammar and punctuation.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Provide technical assistance in the review and processing of various plans and specifications.  
Read and interpret a variety of maps.  
Collect and analyze data pertinent to engineering projects.  
Prepare clear and concise technical reports.  
Operate a variety of computer equipment and software relative to the assigned area of responsibility.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

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

**Experience:**

Two years of increasingly responsible technical engineering experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering, mathematics, drafting or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.