

## **ENGINEERING TECHNICIAN III**

### **DEFINITION**

Under direction, to perform a variety of paraprofessional drafting, office and field engineering/surveying work; to perform construction inspections; provide lead direction and training; provide customer service on land development projects and inquiries, and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the lead and advanced working level for technical and paraprofessional engineering office and field support work. Incumbents perform a wide range of office engineering, field engineering, surveying, design support, permit administration, and customer service work. Incumbents in this class perform the full range of paraprofessional duties with minimal supervision. Incumbents may provide lead direction and training.

### **REPORTS TO**

County Engineer or his or her designee.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May provide lead direction and training.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

Provides mapping and record information to the public and other County staff; performs drafting and mapping assignments using a variety of different software (e.g. AutoCAD, GIS, BlueBeam); performs a variety of engineering technical support work in the design and construction of public works; prepares and maintains master files of drawings, maps, and specifications, researching and updating information as needed; performs construction inspection assignments; prepares daily inspection reports and reviews contractor payrolls; performs field and office work related to property and right-of-way boundaries, assists the contract County Surveyor with map research and technical map reviews; assists the County Recorder's office with the recording, scanning, and distribution of maps and related documents; may act as party chief on a survey crew; reviews, processes, and issues a variety of permits; enforces standards and permit requirements and issues violation letters; performs basic traffic engineering and erosion control studies; confers with transportation companies regarding routing; provides support for professional engineering staff; prepares and maintains mileage maps; attends bi-

monthly Land Development Technical Advisory Committee meetings and gives developers information; assists in preparing documents and giving presentations to the Planning Commission and Board of Supervisors; assists with grant applications; prepares and maintains accurate records, correspondence, technical, and narrative reports; updates department websites with current information (e.g. current road closures and projects out to bid); prepares graphic displays, organization charts, and similar materials; conducts special projects as assigned; provides lead direction and training; maintains confidentiality.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; ability to walk on slippery and uneven terrain; sufficient manual dexterity and eye-hand coordination to operate office and field engineering equipment; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in both office and outdoor environments; some exposure to variances in temperature and weather conditions; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Principles, practices, and terminology of engineering technical support work.
- Common public works construction methods and materials.
- 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.
- Pertinent laws and regulations related to land use (e.g. Subdivision Map Act, Planning, etc.).
- Pertinent laws and regulations related to the design and construction of public works facilities, roads, drainage, and structures.
- Principles of lead direction and training.
- Public documents such as deeds, easements, records of surveys and right-of-way mapping.
- Website software applications.

#### Ability and willingness to:

- Provide good customer service.
- Perform technical engineering office and field support work.
- Use drafting software and scanners/plotters.
- Analyze and evaluate data to develop sound recommendations.

- Maintain accurate records and filing systems.
- Read and interpret maps, drawings, and engineering plans and specifications.
- Make accurate mathematical calculations.
- Use a computer and computer applications in the performance of technical engineering support work.
- Effectively represent the Public Works Department at public meetings
- Establish and maintain cooperative working relationships.
- Maintain confidentiality.

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

Three (3) years of previous experience in technical engineering support equivalent to that of an Engineering Technician II.

Advanced educational training in mathematical subjects such as geometry, advance algebra, or trigonometry and pre-engineering courses in a community college or four-year college.

Special Requirements: Possession of a driver's license valid in California.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

Revised 4/19

Salary Range 74