

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:      ENGINEERING TECHNICIAN**

**CLASS CODE: 118**

**REPORTS TO:    Director of Public Works**

**TYPE: Non-exempt FBEO**

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

**POSITION SUMMARY:**

Performs a wide variety of professional and technical work in collecting, analyzing and presenting information relative to civil engineering functions and activities; prepares staff reports for various committees and boards; assists with the development of guidelines, policies, ordinances and procedures pertaining to engineering and public works; provides information regarding City Standards and associated development fees to the public; provides liaison with consultants, developers and staff of other agencies; uses AutoCAD and ArcView to update and create drawings detailing streets, utilities and planning information; assists with various survey related functions; assists with project management for capital projects, including preparation of plans, specifications and cost estimates.

**ESSENTIAL FUNCTIONS:**

Use of hands for typing; reading and writing; giving and receiving oral instructions; oral communication with public; visual observation at meetings; ability to work long hours occasionally; driving motor vehicle.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

- Creates and modifies maps and engineering drawings for streets, utility placement, right of ways and other infrastructure using an AutoCAD and ArcView systems.
- Performs survey work and data collection in the field.
- Assists in preparing specifications for projects to be contained in requests for proposals issued by the City.
- Provides assistance to the public by providing information related to engineering and public works issues.
- Assists and integrates work with other City Departments that require engineering or mapping information.
- Assembles information and writes reports as may be necessary for the City Council, sub-committees or other agencies.
- Provides construction inspection on a variety of capital construction projects with the Director of Public Works, Public Works Superintendent and City Engineer.
- Works with developers or builders to ensure that engineering work conforms to City Standards.
- Staffs project review team to provide technical input of engineering standards and requirements.

**MATERIALS, EQUIPMENT AND TOOLS:**

Computer terminal, keyboard, adding machine, telephone, copier, FAX machine, printer, vehicle, survey equipment including semi-total station and level.

**JOB TITLE: ENGINEERING TECHNICIAN**

**SPECIAL REQUIREMENTS:**

Possession of a valid Class C or higher California driver's license.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

- Ability to make accurate engineering computations and drawings.
- Knowledge of and ability to operate AutoCAD, ArcView and other engineering computer applications.
- Knowledge of and ability to perform minor survey functions.
- Ability to work with people effectively.
- Ability to communicate effectively, both orally and in writing.
- Demonstrate a high level of integrity as well as be highly organized and detail oriented.

**DESIRABLE EXPERIENCE/EDUCATION:**

- A Bachelor's degree in engineering or related field; a minimum of one year of experience in engineering or related field; or any equivalent combination of education and experience providing the required knowledge and abilities is qualifying.
- Possession of a recent or ability to obtain an Engineer in Training Certification is desirable.

**PHYSICAL REQUIREMENTS:**

Frequent walking, standing, writing, bending, reaching, sitting in office chair, keyboarding and visual contact with computer terminal; occasional lifting of items weighing less than 30 pounds, reaching and lifting above shoulders, carrying boxes of materials for short distances, driving motor vehicle.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualifying individuals who require and request such accommodation, due to a qualifying disability.*

**Human Resources:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
(City Manager Signature)

**Date:** \_\_\_\_\_

**I have read and understand the contents of the job description:**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_