

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:**       **ENGINEERING TECHNICIAN**

**REPORTS TO:**    **Director of Public Works**

**TYPE: Non-exempt FBE0**

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

**POSITION SUMMARY:**

Under direction of the Director of Public Works, 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:**

**Physical Requirements:**

Regularly sits for long periods at a desk and or computer; constantly reads material requiring vision corrected to 20/20; frequently bends, twists, stoops and crouches while working at desk, filing and records handling; frequently climbs one flight of stairs; constantly uses both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; regularly uses a telephone and computer to communicate verbally and in written form with coworkers, contractors and general public; regularly stands to use a variety of equipment; occasionally lifts and carries items up to 25 pounds; occasionally lifts above shoulder and head; Frequently drives to work sites and meetings; occasionally works long hours, including evenings and weekends.

Occasionally exposed to sun, airborne dust, toxic substances and loud noises while inspecting work sites; occasionally walks on uneven and or slippery surfaces, bends, kneels, squats, twists, climbs ladders of up to 12' above or below ground; constantly uses both arms and hands to twist, turn, or use levers while inspecting work sites.

Frequently compiles, analyzes, interprets and prepares reports of civil engineering data; frequently makes complex mathematical calculations; frequently exercises initiative and independent judgment within established guidelines; frequently reads and interprets Federal and state laws and regulations and applicable technical information; frequently works in a busy and stressful environment;

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Essential duties may include, but are not limited to, the following:*

- 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.

## **JOB TITLE: ENGINEERING TECHNICIAN**

- 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, Operations Manager and Associate 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.
- Performs other related duties as required.

### **MATERIALS, EQUIPMENT AND TOOLS:**

Computer monitor, keyboard, personal computer; calculator, telephone, copier, FAX machine, printer, vehicle, internet, survey equipment. Software such as Microsoft Office Suite, AutoCAD, ArcView and other engineering computer applications.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Principles and practices of civil engineering related to the planning, design, construction and inspection of municipal public works.
- AutoCAD, ArcView and other engineering computer applications.
- Minor survey functions.
- Correct English usage, spelling, grammar and punctuation.
- Microsoft Office product applications.

#### **Ability to:**

- Perform complex mathematical calculations to make accurate engineering computations and drawings with speed and accuracy.
- Operate AutoCAD, ArcView and other engineering computer applications.
- Complete logs and enter accurately data into computer.
- Perform minor survey functions.
- Establish and maintain effective and professional working relationships with those contacted in the course of work, including elected officials, advisory body members, developers, contractors, City staff and general public.
- Set priorities, meet critical deadlines and follow up on assigned tasks.
- Communicate effectively, both orally and in writing, in English.
- Use Microsoft Office products proficiently.
- Demonstrate a high level of integrity as well as be highly organized and detail oriented.

**JOB TITLE: ENGINEERING TECHNICIAN**

**REQUIRED EDUCATION/EXPERIENCE:**

- High School Diploma or GED; and
- Two years' experience working under a registered engineer in the field or office providing technical support or drafting which has provided familiarity with engineering drafting, surveying, map checking, construction inspection, materials testing, basic engineering design, and GIS; and
- College level coursework in mathematics, computer-aided design, construction practices, surveying, and other related courses are highly desirable; and
- Possession of a valid Class C California driver's license.

**DESIRABLE EXPERIENCE/EDUCATION:**

- A Bachelor's degree in engineering or related field and a minimum of one year of experience in engineering or related field.
- Possession of a recent or ability to obtain an Engineer in Training Certification.

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

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