



CITY OF CHINO

Engineering Technician

Definition:

Under general supervision, performs a variety of sub-professional office and field engineering work related to the planning, design and construction of public works facilities; and does related work as assigned.

Class Characteristics:

Engineering Technicians receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

Essential Functions:

- Perform a variety of work involved in the preparation of construction drawings and related maps, reflecting topography, drainage, rights-of-way, structures, utility lines, roadways, construction symbols, and related information; tabulate and plot field data; use a variety of drafting tools and equipment.
- Review a variety of maps, drawings, tracings, notes, and engineering computations and check for accuracy.
- Prepare grant applications for state and federal highway funds; assist with traffic signal timing and troubleshooting; provide both written and verbal responses to citizen concerns; review street closure and construction permits; and maintain a variety of traffic related databases.
- Assist in the preparation of specifications related to the construction and maintenance of a variety of park and public facility projects in accordance with City, state, and federal guidelines; assist in the preparation of project cost estimates, quantities calculations, and materials costs.
- Provide construction management assistance for a variety of park and public facilities related projects including preparation of bid documents, and processing certified payroll documents, project submittals, requests for information, and construction progress payments.
- Participate in the conduct of field surveys as a survey party member and may serve as survey party chief; operate a variety of survey equipment, including transits; measure distance and establish relative elevations; survey streets and other construction sites.
- Conduct traffic studies which may include observing traffic patterns, taking traffic counts, and turning movements.
- May sample and test materials for conformance to standards or specifications; report test results and prepare records; take water quality samples.
- Provide assistance to the public; respond to inquiries and provide information regarding property descriptions, location, and property surveys; calculate fees.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.

Engineering Technician

- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required) and
- Completion of course work in drafting, algebra, geometry, and trigonometry.

Experience:

- Two years of sub-professional engineering, architecture and/or landscape architecture experience.

Working knowledge of:

- Fundamentals of civil engineering computations.
- Architecture, construction and project management terminology utilized for project design and management.
- Nomenclature, symbols, methods, practices, techniques, and instruments used in engineering mapping.
- Surveying equipment, principles, problems, techniques, and practices.
- Mathematics as applied to the computation of distances, angles, areas, and traverses, including algebra, geometry, and trigonometry.
- Data collection and analysis techniques.
- Data processing systems/applications.
- Software programs that include any of the following (highly desirable): ArcView, Microsoft Word, Microsoft Excel, Microsoft Access, and AutoCAD.

Skill in:

- Use of drafting tools.

Ability to:

- Prepare plans and specifications neatly and accurately.
- Prepare reports on a variety of subjects and maintain accurate records.
- Read figures quickly and accurately and make mathematical calculations with speed and accuracy.
- Perform all surveying tasks including instrument work.

Engineering Technician

- Understand and follow verbal and written directions.
- Conduct inspections and traffic counts.
- Communicate effectively with a variety of personnel and establish and maintain effective working relationships.
- Communicate clearly and concisely, both orally and in writing.
- Understand, explain, and apply rules, regulations, and policies.
- Understand and follow verbal and written directions.
- Work independently.
- Deal tactfully and courteously with internal and external customers.
- Operate a computer and utilize a variety of software programs.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I; 4, 5, 6, 7, 12, 13, 18, 19, 20.

Link to description [here](#)

Employee Unit:

SBPEA (Professional, Technical and Clerical)

Revised: 9/2/14

Replacing Engineering Technician classification specification dated 10/24/06.

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