

City of South San Francisco
Human Resources Department

Senior Engineering Technician
Class Description

Definition

Under general direction, performs a variety of intermediate to advanced para-professional engineering duties. These tasks principally involve office engineering assignments and include drafting, plans checking, basic design work and preparation of plans, specifications and estimates; performs related work as required.

Distinguishing Characteristics

Work is performed with considerable independence under the general direction of the City Engineer or a senior-level professional engineer. This is considered a bridge class in the engineering field in which an incumbent with well-developed office skills and technical skills becomes competent to perform the day-to-day counter and phone responsibilities of providing development, code, and engineering information to developers, design professionals, and the public.

It is distinguished from all professional levels in that the latter perform a full range of professional engineering duties, including substantial design work and serve as project engineers.

Typical and Important Duties

1. Reviews and checks subdivision and parcel maps and public improvement plans submitted by private developers and engineers. Makes preliminary determination as to compliance and follow-up, as appropriate, with the submitting parties.
2. Reviews and checks plans for grading and encroachment permits, and process them in accordance with established procedures. Acts for the Engineering Division in checking site and drainage plans, calculations and related data associated with building permits.
3. Inspects construction projects for compliance with applicable codes, plans, specifications, and City standards, reviews and recommends payments and change order requests.
4. Prepares, reviews and checks preliminary and final engineering plans and specifications and cost estimates related to the construction of streets, storm drains, water systems, structures and other public works construction and development projects;
5. Performs detailed checking of construction and permit plans, subdivision maps and plans; performs survey work as chief of party; prepares drawings and other documents related to right-of-way acquisition and formation of assessment districts; prepares technical reports on such matters as traffic flow, street and highway deficiency, flood control requirements and related projects; provides drafting support services;
6. Directs subordinate engineering personnel;
7. Answers telephone calls and e-mail messages related to construction activities and waits on walk-in-customers.
8. May perform full contract administration/inspection on smaller projects.
9. As assigned, prepare plans, specifications and estimates for public improvement projects; administer contracts for such projects. May perform limited inspection and surveying

work in connection with projects.

10. Prepares drawings and other documents relating to such matters a right-of-way, property and formation of assessment districts; participates in the mapping program.
11. Provides developers, contractors, engineers and the general public with a variety of information and assistance regarding engineering requirements, development, traffic and related processes.
12. Prepares a variety of reports and letters incidental to the above duties and as assigned by the City Engineer.
13. Coordinates appropriate Division activities with other City departments or divisions such as Building, Planning, Police and City Attorney.
14. May provide technical work direction and assistance to clerical staff and interns.
15. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Engineering principles, processes, and practices applicable to municipal public works.
- Drafting and mapping techniques.
- Terminology and conditions of public works contracts.
- Basic principles of surveying and public works inspection.
- Computer applications related to the work, including CADD, G.I.S., and Trakit.
- Principles and techniques of effective customer service.

Ability to:

- Accurately prepare and interpret plans, specifications, estimates and reports.
- Make accurate engineering computations and drawings; correctly apply and administer applicable standards and regulations.
- Administer public works projects.
- Work independently.
- Acquire a thorough knowledge of applicable procedures, processes, codes, and regulations of the Department, the City and other applicable jurisdictions.
- Read, understand, apply, and explain laws, City ordinances, Federal and State regulations, and procedures.
- Maintain records neatly and accurately.
- Organize own work, set priorities; meet critical deadlines, and follow-up on assignments with minimal direction.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Communicate effectively orally and in writing.
- Represent the City effectively in contacts with representatives of other agencies, City departments, and the public.
- Take a proactive approach to customer services issues.
- Prepare and deliver effective oral presentations.
- Work in a safe manner, following City safety practices and procedures.

- Maintain confidentiality regarding sensitive information.

Skill in

- Using a standard computer and associated applications with speed and accuracy sufficient to perform assigned work.
- Speaking effectively to communicate in person and over the phone.

Experience and Training

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

Experience:

Five (5) years of increasingly responsible para-professional engineering experience.

Training:

Equivalent to graduation from high school including or supplemented by courses in algebra, geometry, trigonometry and drafting. Possession of an AA degree with course work in Civil Engineering may be substituted for two (2) years of experience. A BS from an accredited college or university with major coursework in Civil Engineering may be substituted for four (4) years of experience.

License or Certificate

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate valid California driver's license, and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including using a computer sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, lift and carry 35 pounds; maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read a computer screen and printed materials, including maps and plans; hearing and speech to communicate in person and over the telephone.

Work Environment: Mobility to work in a typical office setting and occasional field environment.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours; and available for evening meetings.

Approved: July 2018
Revised Date:
Former Titles:
Abolished:
Bargaining Unit: AFSCME
ADA Review: November 2008
DOT: No

Physical: Class 3
Status: Classified/Non-exempt
EEOC Category: EF2\EJ3
Job Codes:

ADA Documentation of Essential Duties

1. SDE
2. SWE
3. SDE
4. MWE
5. MWE
6. OME
7. OAE
8. MWE
9. MDE