

CITY OF DALY CITY
DUTY STATEMENT

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

ENGINEERING TECHNICIAN

DEFINITION

Under general supervision, performs and supervises sub-professional engineering in the office and field in connection with drafting, surveying, design, construction and inspection of public works projects; and does related work as required.

EXAMPLES OF DUTIES

Prepares plans from notes and sketches, inspects construction projects and may act as chief of party on field surveys; prepares and interprets field notes and reports; supervises the work of subordinate engineering personnel; gathers and tabulates statistical data; prepares specifications, easements and right-of-way descriptions, contract documents, assessment district calculations and reports of moderate complexity; conducts materials tests; reviews plans, specifications and sites for construction projects; inspects paving aggregates and material for specifications, standards and mixtures; inspects forms, connections, alignments and grades; assists engineering staff members on public works projects.

MINIMUM QUALIFICATIONS

Knowledge of: The principles and practices of civil engineering; working proficiency in two of the following fields; surveying, drafting or engineering inspection; knowledge of mathematics through trigonometry; knowledge of nomenclature and instruments used in engineering office and field work.

Ability to: Prepare or read and interpret survey notes, building plans, engineering specifications and legal property descriptions; ability to follow directions; perform precise work and prepare accurate reports; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Three years of design, drafting, computer drafting or construction experience related to Public Works improvements. College level course work in an engineering curriculum may be substituted for the required experience on a year-for-year basis.

ENGINEERING TECHNICIAN
JOB SPECIFICATION (PAGE 2)

Education: Graduation from high school or equivalent.

License: Possession of a valid Class C California Driver's License.

R: 02/07