



CITY OF CALEXICO

CLASS TITLE: ENGINEERING TECHNICIAN

MONTHLY: \$4,324 - \$5,255

RANGE: G-29

BASIC FUNCTION:

Under general supervision, performs a variety of technical engineering office and field support work.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Performs drafting and mapping assignments using manual or computer aided methods.

Receives and researches inquiries regarding property records, maps, plans, and legal descriptions.

Copies data and prepares notices.

Scans maps into computer system.

May perform field inspections.

Assist with and performs inspections of construction projects to verify compliance with specifications and plans.

Drafts construction plans from notes, sketches, and verbal instructions.

Prepares charts, diagrams, and visual display.

Assists with the preparation of job specification for a variety of projects.

Performs plan checks and field review for public improvements in commercial and single family projects.

Provides fee estimates to developers.

Performs a variety of additional engineering office and field support work.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Engineering technical support work, including drafting, mapping, and property descriptions.

Engineering mathematics, including algebra, geometry, and trigonometry.

Data collection and analysis.

Use of computers and computer applications related to engineering work.

City permit issuing procedures and policies.

Standard office practices and procedures.

Application and standard construction practices for installation of sewer, water, storm drains and streets.

ABILITY TO:

Perform a variety of engineering office and field support work.
Use computer aid drafting applications.
Develop and prepare accurate records, sketches, and notes.
Read and interpret maps, drawings, and property documents.

Engineering Technician – Continued

Estimate fees and issue permits.
Make accurate mathematical calculations.
Use a computer and computer applications in the performance of engineering support work such as GIS and PowerPoint Presentation.
Effectively represent the City Department to which the position is assigned in contacts with the public, contractors, developers, and other governmental agencies.
Attend meetings related to the work of an Engineering Technician.
Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

At least two years of experience in engineering drafting and calculations. Education equivalent to completion of high school supplemented with college courses in the areas of algebra, trigonometry, geometry, CAD drafting or other subject areas closely related to engineering.

LICENSE AND OTHER REQUIRMENTS:

Valid California Drivers License Class C

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Reaching overhead, above the shoulders