



## CITY OF BEAUMONT

### **ENGINEERING DEVELOPMENT TECHNICIAN I ENGINEERING DEVELOPMENT TECHNICIAN II**

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

#### **SUMMARY DESCRIPTION**

Under supervision (Engineering Technician I) or general supervision (Engineering Technician II), performs a variety of technical engineering work in support of the Public Works Department's engineering services, activities, and functions including gathering data for surveys and or reports for engineering projects and City owned property, drafting engineering reports, and reviewing plans and specifications for compliance with City resolutions and ordinances; provides information and assistance to contractors, developers, engineers, and the general public on the City's engineering services and activities; and performs a variety of technical tasks relative to assigned area of responsibility.

#### **DISTINGUISHING CHARACTERISTICS**

**Engineering Technician I** -- This is the entry-level class within the Engineering Technician series and is expected to learn to perform assigned duties and responsibilities. Incumbents with this classification initially perform routine and less complex engineering related responsibilities, however, steadily receive more complex duties as experience is gained. Employees in this class normally work under close and continuous supervision performing repetitive or closely related duties under direct supervision as they learn their positions. In that this is a learning classification, typically incumbents can generally expect to progress to the higher-level class of Engineering Technician II after gaining the requisite experience.

**Engineering Technician II** – This is the journey level class in the Engineering Technician series performing the full array of technical engineering duties working independently, applying well developed program area knowledge, and exercising judgment and initiative. Such duties may include assisting in surveys to determine right-of-ways and preparing engineering reports. Positions in this class are flexibly staffed and are generally filled by advancement from the Engineering Technician I level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

**REPRESENTATIVE DUTIES** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs a variety of engineering work in support of the Public Works Department's engineering services, activities, and functions including performing simple and complex plan checks of plans, specifications and other documentation to determine compliance with City resolutions and ordinances.

## **CITY OF BEAUMONT**

### **Engineering Technician I/II (Continued)**

2. Provides phone and counter support; answers questions and provides technical information and assistance to contractors, developers, engineers, and the general public on the City's engineering services and activities; investigates and follows-up on complaints from the public.
3. Receives incoming plans from developers and contractors; enters status of plan check into computer in order to track plan check progress; assigns plan check to appropriate staff for review; notifies planner/developer when plan is ready to be picked up.
4. Issues permits for public works projects; logs information on permits, bonds, and plans into computer system for tracking.
5. Performs a variety of calculations on closures, vertical curves, grades and other public works projects to determine and ensure compliance with resolutions and ordinances and the proper specifications for work.
6. Assists development projects in plan checking and inspection.
7. Maintains accurate filing systems for data and documentation gathered in the performance of assigned duties and responsibilities; researches and retrieves data as necessary or requested.
8. Issues purchase orders and process payments; ensures all payments are made before final plans are approved.
9. Researches, gathers data, and designs site improvements on City right-of-ways; calculates cost estimates as necessary.
10. Attends and/or participates in a variety of assigned commissions, committees, or pre-construction meetings; provides administrative and analytical support as is necessary and appropriate.
11. Receives payments for a variety of services as necessary; ensures counter drawer is at the correct amount at the end of each day and payments are processed correctly.
12. Performs related duties, as assigned.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operations, services, and activities of a municipal engineering program.

Principles, standard specifications, methods, materials, and equipment used in standard engineering work.

Principles and practices of engineering design and plan checking.

Terminology, methods and techniques used in engineering report preparation.

Methods and techniques of researching, compiling, interpreting, and presenting statistics and data.

Modern office procedures, methods, and equipment including computers and applicable software applications.

Operational characteristics of land surveying equipment.

Basic principals and practices of engineering and surveying.

Complex principles and practices of engineering plan check and design review.

Methods and techniques for record keeping.

Mathematical principles as applied to engineering work.

Proper English, spelling, and grammar.

Pertinent federal, state, and local laws, codes, and regulations.

**CITY OF BEAUMONT**  
**Engineering Technician I/II (Continued)**

**Ability to:**

Perform a variety of technical engineering work.  
Comprehend and implement standard principles and practices of technical engineering work.  
Perform engineering plan checks.  
Courteously respond to community issues, concerns and needs.  
Competently operate land-surveying equipment.  
Analyze a complex issue and develop and implement an appropriate response.  
Prepare clear and concise reports.  
Apply applicable laws, codes and regulations.  
Work independently.  
Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties.  
Effectively operate a motor vehicle on City streets.  
Operate office equipment including computers and supporting software applications.  
Effectively use land-surveying equipment.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Engineering Technician I**

**Education/Training:**

Minimum eighteen (18) years of age.  
Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in engineering or a related field.

**Experience:**

Two years of experience performing increasingly responsible office support duties involving public contact required.

**License or Certificate:**

Must possess a valid California Class C Driver's License and maintain possession of such license during the course of employment.

**Engineering Technician II**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in engineering or a related field.

**Experience:**

Three years of increasingly responsible technical engineering experience.

**License or Certificate:**

Must possess a valid California Class C Driver's License and maintain possession of such license during the course of employment.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**CITY OF BEAUMONT**  
**Engineering Technician I/II (Continued)**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:*

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds. Incumbent must be willing to work shift work, including nights, weekends, and holidays. Must be able to work in adverse weather conditions, including extreme heat and cold

*This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.*