



City of San Bruno

CLASS SPECIFICATION

CLASS TITLE

ENGINEERING TECHNICIAN / PUBLIC WORKS INSPECTOR

DEFINITION

To perform para-professional engineering work involving both office and field assignments. To perform design detailing, surveying, right-of-way and public works inspection.

DISTINGUISHING CHARACTERISTICS

This is a single level class where employees within this class perform the full range of para-professional engineering work. Employees at this level receive only occasional instruction or assistance from the Assistant, Associate, Senior, Principal or City Engineer as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general from an assigned supervisor or manager.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Performs inspections relating to public works projects; enforces compliance with plans, specifications and City policies and procedures; and administers and monitors contracts for such projects.
- Issue and administer encroachment permits.
- Support the Land Development Division by assisting with plan reviews under the direction of the plan check engineer.
- Coordinates the operation of utility encroachment permit functions.
- Assists in the preparation and evaluation of plans and specifications for public works and utility projects.
- Performs specialized tasks regarding right-of-way work.
- Collects and calculates office and field data for topographic mapping, right-of-way and boundary control.
- Develops, proposes and implements solutions to engineering, drainage, traffic, safety and environmental/erosion problems, including the preparation of drawings and contract change orders.
- Reviews and comments on Environmental Impact Reports and other development proposals.
- Uses a computer and other electronic equipment to solve a variety of engineering-related problems.
- Prepares and maintains reports and records.
- Provides technical engineering information to other City staff, agencies, engineers, consultants, contractors and the public.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.

- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and terminology of a variety of technical engineering support work, including drafting, mapping, design construction, survey and field inspection.
- Public works construction methods and materials.
- Use of computers and computer applications related to engineering work; "Computer-Aided Design and Drafting" (CADD) and Geographic Information Systems (GIS) highly preferred.
- Data collection and analysis, and standard office practices and procedures.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Effectively perform work in a variety of complex sub-professional engineering areas.
- Accurately interpret engineering plans and specifications.
- Follow complex written and verbal instructions; and make accurate mathematical and engineering calculations.
- Effectively utilize a computer and applicable computer applications.
- Acquire a working knowledge of policies, procedures and regulations of the City and other agencies.
- Prepare and maintain accurate reports, records and sketches.
- Stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell.
- Use hands to finger, handle, feel or operate objects, tools, and controls, reach with hands and arms.
- Climb steep slopes.
- Use close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Use hand-eye coordination and dexterity to operate drafting instruments, computer equipment and various pieces of office equipment for extended period of time.
- Lift and/or move up to 50 pounds.
- Drive a vehicle to work site; may be required to walk uneven surfaces, climb ladders or crawl into closed areas to perform site inspections, take measurements or other field duties; protective wear such as hard hats, boots, and eyewear may be required.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

EDUCATION AND EXPERIENCE

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent to an associate's degree from an accredited college or university with major coursework in engineering or another field of study applicable to the responsibilities and requirements of this job class.

Two (2) years of progressively responsible experience performing para-professional engineering duties.

LICENSES REQUIRED

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

WORK ENVIRONMENT

Work is performed partially in office settings. Outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities that may expose employee to inclement weather and dusty conditions. Use of safety equipment, such as safety vests, safety eyewear and hard hats, as required.

Category:	Journey Technical
FLSA Classification:	Non-Exempt
Effective Date:	June 29, 2022
Revisions:	October 14, 1996