

Engineering Technician Supervisor

Purpose of the role:

Under direction, supervises, assigns, and reviews the work of staff responsible for performing a variety of technical engineering duties and functions; supervises and coordinates utilities development, technical plan checking and the preparation of plans and specification for the construction of water and wastewater projects; ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility; and performs related duties as assigned.

Distinguishing Characteristics:

This is the highest level in the Engineering Technician class series, responsible for overseeing and performing difficult technical and administrative engineering work in an Engineering division, and for accepting the responsibility for the conduct of a significant phase of the supervisory paraprofessional engineering work of an engineering office. Incumbents in this class supervise, assign work to, and evaluate the performance of three or more positions within the assigned unit. In addition, at least 50 percent of the Engineering Technician Supervisor's work time is spent performing supervisory functions. Work involves the application of precise technical engineering knowledge and techniques. Work is ordinarily performed under the direction of a professional engineering supervisor who makes general assignments and inspects work to ensure that it is conducted according to instructions and conforms with accepted engineering standards.

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.

Essential Duties and Responsibilities:

- Plans, organizes, supervises, and evaluates the work of assigned staff; develops, implements, and monitors work plans to achieve goals and objectives; supervises and participates in developing, implementing, and evaluating plans, work processes, systems, and procedures to achieve annual goals, objectives, and work standards.
- Plans, organizes, directs, and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's Personnel Rules and Regulations.
- Participates in the selection of technical engineering staff; provides or coordinates staff training; works with employees to correct deficiencies.
- Establishes schedules and methods for providing technical engineering services; identifies resource needs; reviews needs with

appropriate management staff; allocates resources accordingly.

- Provides leadership and works with staff to ensure a high performance, customer service-oriented work environment that supports achieving the department's and the City's mission, objectives, and values.
- Participates in the development of the assigned program budget; forecasts funds needed for staffing, equipment, materials, and supplies; monitor and approves expenditures; recommends budgetary adjustments as necessary.
- Performs technical plan checks of public works and utility projects to ensure compliance with City-imposed development conditions and municipal code provisions.
- Performs water and wastewater plan checks for new projects submitted by developers and engineers; calculates and processes plan check and inspection fees; processes bonds and agreements.
- Calculates fees due for water and wastewater permits; issues water and wastewater permits to developers and the general public.
- Participates in the preparation, filing and retrieval of a variety of engineering maps, documents and records.
- Prepares and oversees the preparation of plans and specifications for the construction of utility and public works projects; researches project design requirements; performs paraprofessional level calculations, and prepares estimates of time and material costs.
- Prepares and oversees the preparation of engineering exhibit maps using advanced engineering, GIS and drafting computer applications; assists in the preparation of new and updated utility system atlas maps.
- Performs a variety of construction administration tasks involved in the monitoring and control of public works and utility projects.
- Uses computer equipment to analyze, manipulate and store a variety of land development-, utility- and traffic-related data.
- Responds to inquiries from developers, contractors and the public regarding City requirements relative to the construction, alteration and maintenance of civil engineering facilities.
- Coordinates office and field tasks with other departments and outside agencies; requests field inspections and assistance from inspectors and maintenance personnel.
- Performs related duties as required.



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.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of a municipal technical engineering program.
- Methods and techniques of plan checking for public works construction projects.
- Principles of supervision, training, and performance evaluation.
- Computer-aided drafting equipment and techniques.
- Principles and applications of engineering mathematics, including trigonometry.
- Principles, modern techniques and equipment used in design, construction and maintenance of various projects.
- Basic principles and practices of municipal budget preparation and control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Supervise, coordinate, and direct technical engineering programs.
- Select, train, supervise, organize, and review the work of assigned staff involved in utilities development, technical plan checking and the preparation of plans and specification for the construction of water and wastewater projects.
- Recommend and implement goals, objectives, policies, and procedures for providing effective technical engineering services.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Utilize advanced computer engineering graphics programs to create engineering plans and maps.
- Understand and apply engineering mathematics including trigonometry.
- Conduct research and ensure compliance with City-imposed development conditions and municipal code provisions.
- Interpret and apply federal, state, and local ordinances and engineering standards to public works projects.
- Participate in the preparation and administration of assigned budget.
- Prepare clear, concise, and comprehensive reports.
- Utilize standard office equipment including computers and related software applications.
- Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Strategic Thinker
- Customer- Focused
- Accountable
- Problem Solver and Decision Maker
- Planner and Organizer
- Interpersonally Effective
- Technically Knowledgeable

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:

**Education and
Experience
Guidelines:**

Education/Training:

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

Experience:

Six years of responsible engineering experience related to area of assignment including one year of lead supervisory responsibility.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; operate office equipment; lift, carry and push tools, equipment and supplies weighing 25 pounds or more. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; may be required to work outside, with exposure to inclement weather conditions, elevated noise levels, or heavy vehicle traffic conditions; regular interaction with City employees and the public.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03
Date Revised: