



City of Pacific Grove
Established Date: 5/7/2014

ENGINEERING TECHNICIAN

SUMMARY: Under general supervision, performs professional project management and engineering work in developing, reviewing, evaluating and implementing concurrent Capital Improvement Plan (CIP) projects, City planning studies and other City public works projects.

ESSENTIAL FUNCTIONS: -- *As defined under the Americans with Disabilities Act, essential functions may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs a variety of technical work in support of Public Works Department (PWD) Capital Improvement Plan (CIP) projects including design, development, and construction oversight.
- Prepares and coordinates engineering designs and specifications, determines PWD project estimates; researches plans and technical documentation needed for the management of PWD projects, maintaining PWD quality standards.
- Develops project plans, bid specifications and manages bid process.
- Manages projects to maximize budgeted resources; attends preconstruction meetings and coordination between all public utilities prior to project commencement, ensures timely completion of projects, and in compliance with local, state and federal regulations.
- Provides on-site inspections during construction and at completion for adherence to plans and specifications.
- Exercises independent judgment within broad policy guidelines; evaluates and analyzes technical issues and policies, develops solutions, advises on specialized areas of technical expertise, and ensures the highest quality project is delivered on time and within budget.
- Exercises independent judgment within broad policy guidelines; evaluates assigned project issues, and develops solutions; reviews operational trends, and identifies solutions and strategies.
- Ensures the effective allocation and utilization of budgeted funds; ensures that project and program goals are met, appropriate services are provided; monitors staffing level reports and payroll contractual compliance, and operational issues are properly addressed and resolved.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- Provides reports to the Commission and City Council and makes presentations as required.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Bachelor's Degree from an accredited college or university with major course work in engineering, architecture, construction management or business administration; AND four years of experience in construction management and planning, drafting or engineering required; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Federal and state regulations and regional ordinances governing civil engineering projects.
- OSHA rules and safety standards.
- Methods and practices of public works inspections
- Technical principles of civil engineering, mathematics, and physics.
- Principles and practices of public sector administrative management, including accounting, budgeting, procurement, and contract management.
- Techniques and practices for efficient and cost effective management of resources.
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Interpreting and applying technical standards and procedures, federal and state rules and regulations, and City policies and procedures governing public works construction functions.
- Analyzing and evaluating technical engineering data and construction documentation.
- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Interpreting technical instructions, analyzing complex variables, and reviewing and verifying mathematical calculations.
- Developing and managing engineering plans, budgets, policies, and procedures.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and federal agencies.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing standard and specialized software, including GIS and other specialized software applications used in planning, mapping, and statistical analysis.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed indoors and outdoors; may be exposed to safety hazards and dangerous tools and equipment.