

**RESOLUTION NO. 2018-054**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK  
APPROVING THE POSITION TITLE, SALARY RANGE AND ASSOCIATED JOB  
DESCRIPTION FOR AN ENGINEERING TECHNICIAN I/II IN THE DEVELOPMENT  
SERVICES DEPARTMENT**

**WHEREAS**, the Development Services organizational structure currently includes a Senior Engineering Technician to provide experienced para-professional support to the Department; and

**WHEREAS**, staff has conducted an assessment of the needs of the City's engineering division and concluded that an entry to journey level para-professional position will better support Department's needs, given its current mix of staffing; and

**WHEREAS**, staff developed a new job description for an Engineering Technician I/II and consulted with the Rohnert Park Employees' Association (RPEA) regarding these positions which will be placed in the RPEA unit; and

**WHEREAS**, RPEA had no objection to the job description, and

**WHEREAS**, staff recommends placing the Engineering Technician I/II – Level I in the RPEA salary range 74; and

**WHEREAS**, staff recommends placing the Engineering Technician I/II – Level II in existing RPEA salary range 78.


**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby approve the position title, salary ranges and associated job description for the Engineering Technician I/II which is attached hereto as Exhibit "A" and incorporated by this reference.

**DULY AND REGULARLY ADOPTED** this 24th day of April, 2018.

**CITY OF ROHNERT PARK**

  
Pam Stafford, Mayor

**ATTEST:**

  
JoAnne M. Buerger, City Clerk

Attachment: Exhibit A

AHANOTU: Aye BELFORTE: Aye MACKENZIE: Aye CALLINAN: Aye STAFFORD: Aye  
AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

## **Exhibit A to Resolution**

### **City of Rohnert Park**

#### **ENGINEERING TECHNICIAN I/II**

##### **DEFINITION**

Performs a variety of routine paraprofessional engineering office and/or field work from minimal through moderate difficulty, including plan review, drafting, inspection, permit issuance, file maintenance, and other work as required.

The Engineering Technician II is distinguished by the performance of work that is more complex and less routine in nature and performed with more independence.

##### **DISTINGUISHING CHARACTERISTICS**

**Engineering Technician I:** is an entry level class to the Engineering Technician series and does not require previous specialized experience. This class is distinguished from Engineering Technician II by the level, skill and knowledge with which the incumbent is expected to perform the work.

**Engineering Technician II:** This is the intermediate level class in the Engineering Technician series. The Engineering Technician II works under general supervision and utilizes the principles and practices of engineering to gather, analyze and monitor simple to moderately complex engineering related data. The Engineering Technician II provides recommendations based on established criteria or from previous on-the-job experiences. This classification is distinguished from the Senior Engineering Technician by the level, skill and knowledge with which the incumbent is expected to perform the work.

##### **SUPERVISION RECEIVED/EXERCISED**

Supervision is provided by the Deputy City Engineer (Capital Projects). The Engineering Technician I/II may also receive general and project specific direction from staff in the Development Services Departments.

##### **ESSENTIAL DUTIES**

###### **Engineering Technician I**

The following duties are considered essential for this job classification:

- Perform field investigations, and field surveying work for projects, tabulate and plots results;
- Perform public and private inspection for new construction, including record keeping and ensuring conformance with laws and requirements;
- Assist in the development of construction plans using AutoCAD and/or other computer aided design programs;
- File and retrieve a variety of engineering maps, documents, records, reports and correspondence;
- Performs research related to improvement plans, various agreements, and other permitting projects;

- Respond orally and in writing to routine inquiries from other City departments, outside agencies and the public concerning engineering activities;
- Prepare charts, graphs, maps, plans and other drawings;
- Collect, compile and/or analyze data and/or field samples;
- Perform mathematical, computer and/or statistical calculations used in engineering tasks;
- Review basic drawings, plans and maps for conformance with established engineering standards codes and laws;
- Locate utilities, easements, property lines and/or other information on plans and within archived records;
- Process engineering permits applications, request other governing agency's review and approval and determine and collect engineering fees utilizing the City's permit tracking system;
- Research publications and industry information sources;
- Assist in the preparation of engineering contracts and specifications
- Create, archive, and maintain as-built municipal drawings using AutoCAD;
- Check calculations used in designs and estimates;
- Prepare, review, update and maintain forms, files and records, including the City's map, deed, subdivision, parcel and streetlight files, both in hard copy and electronically;
- Assist in the preparation and administration of engineering contracts and professional service agreements.
- Assist in the preparation of Capital Improvement Project Documents.
- Coordinate public works and utility activities with other City departments, divisions, and sections and with outside agencies;
- Map City assets using AutoCAD, and coordinate mapping with asset management software.

## **Engineering Technician II**

In addition to the above, the Engineering Technician II will be assigned more complex design, inspection, plan check and analyses tasks. The Engineering Technician II may perform map and plan checking for a variety of public and private projects; review property descriptions, Planning Commission conditions, and other documents accompanying the plans, review recorded maps and deeds, tentative, parcel, subdivision maps, lot line adjustments and annexation maps; The Engineering Technician II may also be assigned to oversee city regulatory programs and leases (e.g. cell tower and small cell programs), prepare and deliver City Council agenda items and represent the City on technical working groups and at regional meetings.

In performing the duties described above, the Engineering Technician I/II is expected to:

- Provide outstanding and friendly customer service
- Create and maintain a respectful and collaborative working environment
- Communicate honestly and behave in a manner that is ethical, legal and fiscally responsible
- Demonstrate care for the organization, customers and coworkers
- Practice and encourage initiative and innovation to improve the workplace.

## **QUALIFICATIONS**

### Experience/Education/Licenses

**For the Engineering Technician I:** Sufficient experience and education to perform the duties of the position. A typical way to obtain the required qualifications is to possess the equivalent of a high school diploma with some specialized training in engineering techniques and engineering mathematics and one year of responsible work experience in civil design and plan checking. Course work in an Engineering Technology curriculum is desirable.

**For the Engineering Technician II:** Sufficient experience and education to perform the duties of the position. A typical way to obtain the required qualifications is to possess the equivalent of a high school diploma with some specialized training in engineering techniques and engineering mathematics and three years of responsible work experience in civil design and plan checking. Completion of an Engineering Technology curriculum leading to an Associate Degree is desirable.

**For Engineering Technician I/II:** Possession of a Class C California driver's license by date of appointment.

### Knowledge/Skill/Ability

**For the Engineering Technician I: Working knowledge of** the principles of algebra, geometry and trigonometry; surveying and drafting and computer aided drafting equipment; methods, materials, tools and equipment used in engineering construction; safety practices and procedures; electronic information systems.

**Ability to:** perform limited drafting, surveying, and engineering calculations; apply the elementary principles of algebra, geometry, and trigonometry to calculate a variety of areas, quantities or curves; perform a wide variety of computer applications; gather data and prepare accurate reports; read and understand technical descriptions; follow oral and written directions; work cooperatively with other staff; utilize electronic information systems and analyze and interpret such information; communicate effectively with co-workers and the public.

**For the Engineering Technician II: Considerable knowledge of:** surveying and drafting equipment, computer aided design software and equipment; electronic information systems together with working knowledge of the subdivision map act and City standards, codes and ordinances.

**Ability to:** read figures and make accurate mathematical and basic statistical calculations; understand and follow oral and written instructions and sketches;

communicate clearly and effectively, orally and in writing; comprehend and draw inferences from written material; establish and maintain effective working relationships with those contacted in the course of work; understand and use computer-aided design and other application programs; read and understand record drawings, parcel maps, subdivision maps, zoning maps, improvement plans and specifications; operate engineering office equipment, computers and copy machines; maintain engineering records; file information using numerical, alphabetical, chronological and/or reverse chronological filing systems; organize and complete assignments within established time frames; perform research.

### **WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, repeated twisting of upper body, turning, kneeling, bending, stooping, squatting, grasping, and making repetitive hand movement in the performance of daily duties. Fine coordination is used when the incumbent is preparing construction plans, reviewing and revising statistical data, plans and prints. The position also requires the necessity of acute near, far, and color vision when comparing onsite construction conformance to approved plans and reviewing plans and blueprints. The need to lift, push, and move files weighing greater than 25 pounds is also required. Additionally, the incumbent in this position works in all weather conditions subjecting the incumbent to dampness and dust.

**FLSA Status:** Hourly

**Employee Unit:** Rohnert Park Employees' Association (RPEA)

**Approved By:**

**Date Approved:**