

# CITY OF LOS BANOS

## Job Description

<b>POSITION TITLE</b>	ENGINEERING TECHNICIAN
<b>DEPARTMENT</b>	PUBLIC WORKS
<b>EMPLOYMENT CATEGORY</b>	REGULAR
<b>EMPLOYMENT LEVEL</b>	STAFF

### **DEFINITION**

To perform a variety of administrative work in support of various public works functions.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Assistant Public Works Director and/or Public Works Director/City Engineer. May exercise supervision over other personnel for the purpose of accomplishing projects.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

- Reliable and dependable attendance and punctuality.
- Coordinate activities with other agencies and sectors of the community.
- Prepare and maintain various databases and filing systems; track a variety of information and projects.
- Maintain a variety of files, forms and miscellaneous documents and materials.
- Prepare, maintain and file a variety of letters, reports and miscellaneous materials.
- Type a wide variety of material from rough draft copy, notes, verbal instructions or transcribing machines.
- Generate documents for Request for Proposals (RFPs), Request for Qualifications (RFQs), and Invitations for sealed bids.
- Coordinate projects using federal and state funding requiring the cooperation of Caltrans Local Assistance Procedures Manual (LAPM).
- Read and interpret Improvement Plans, Parcel Maps, Official Plans, and Assessor maps.
- Interpret City Standards and Specifications for Public Works projects.
- Coordinate the City's Storm Water Management Plan, Waste Discharge Permits, and Municipal Separate Sewer Storm System Permit.
- Insure compliance with Environmental Programs associated with the Water, Storm Water, Sanitary Sewer, Solid Waste and Hazardous Materials Business Plans.
- Review and implement the Hazardous Materials Business Plan for the Department.
- Answer general questions and provide information to the public.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

**Knowledge of:**

- Modern office procedures, methods and computer equipment.
- Basic methods of record keeping, including personal computer uses related to spreadsheet and database applications.
- English usage including spelling, punctuation and grammar.
- Principles and practices of good customer service.

**Ability to:**

- Work independently with limited direct supervision, and perform the essential functions of the position in a responsible and professional manner.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and intermittently carry weight of 10 pounds or less.
- Research and prepare detailed and comprehensive reports.
- Exercise independent judgment.
- Develop and maintain good working relationships with outside agency contacts.
- Demonstrate confidence in personal decision making.
- Manage difficult situations by displaying assurance under pressure.
- Interpret pertinent laws and City department policies and procedures.
- Understand and follow oral and written instructions.
- Type at a speed of 45 NWPM.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**MINIMUM QUALIFICATIONS**

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Possession of, or ability to obtain, a Quality Assurance Certificate within eighteen (18) months of hire date.
- Two (2) years of advanced clerical experience in an office setting that involved providing customer service

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