



CITY OF HAWTHORNE
PUBLIC WORKS DEPARTMENT
ENGINEER TECHNICIAN
Classification Specification
(Classified)

JOB SUMMARY

The Engineer Technician, under general supervision, performs complex technical civil engineering work; performs skilled computer-aided drafting work in the production of drawings, construction plans, and maps; assists engineers in the design of various engineering maintenance and construction projects; and performs related work as required.

SUPERVISION RECEIVED

The Engineer Technician receives general supervision from senior engineering staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Engineer Technician. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Prepares CAD drawings, maps, construction plans, estimates, specifications for public works projects and easements, legal descriptions and other property-related documents.
- Performs routine engineering design work.
- Creates documents and reports using various computer applications.
- Assists the public by responding to questions or explaining City policies and procedures related to municipal engineering.
- Ensures that applicable public works code requirements are met.
- Maintains departmental records such as maps, plans, drawings, contract files and databases.
- Stays abreast to current engineering principles and practices, technology and regulations that apply to City engineering projects.
- Participates as a member on interdepartmental and intradepartmental teams and committees as required.
- Provides staff training and technical support in the use of engineering computer applications.
- Uses computer applications in the preparation of engineering drawings, maps and construction plans.
- Prepares general correspondence such as letters, memos and reports.
- Attends division and department meetings as required.
- Reviews plan checks of improvement and subdivision plans.
- Performs surveying duties as required.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from high school or G.E.D. or supplemented by courses in algebra, geometry and trigonometry, engineering drawing, computer aided drafting and surveying.
- Five (5) years of technical engineering experience, which includes two (2) years as a drafter using computer aided drafting and design software.

OR

- A combination of experience and education that clearly demonstrates the ability to perform the required duties of the position.
- An Associate of Science Degree or higher is *desirable*.

Licenses, Certificate and/or Special Requirements

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.

QUALIFICATION

Knowledge, Skills and Abilities

- Knowledge of computer-aided design and drafting principles and techniques.
- Knowledge of engineering computer applications currently in use by the City.
- Knowledge of civil engineering drafting materials, techniques and instruments.
- Knowledge of nomenclature, symbols, methods, practices and instruments used in engineering drafting, mapping and surveying.
- Knowledge of mathematics as applied to technical engineering work, including algebra, geometry and trigonometry.
- Knowledge of City codes and ordinances, and various rules and regulations affecting departmental operations.
- Ability to perform complex, precise mapping and drafting from verbal and written instructions.
- Ability to compile and analyze engineering data.
- Ability to read and interpret legal descriptions, engineering drawings and survey notes.
- Ability to perform complex mathematical computations with speed and accuracy.
- Ability to perform engineering computations.
- Ability to operate office and other equipment including a computer, plotter, scientific calculator, fax machine, survey equipment, copier, computer tools and drafting instruments.
- Ability to understand and carry out oral and written directions.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective relationships with co-workers, other City employees, representatives from outside agencies and the public.

- Ability to exercise tact and diplomacy relative to public inquiries and requests for information.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the required duties of this job, the employee is required to sit for up to two hours, talk, hear, stoop, and walk; use hands to finger, handle, operate objects, tools, or controls; and reach with hands and arms. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. The employee may lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate. Must submit to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt
Bargaining Unit: HMEA
Civil Service Status: Classified

Revised: February 2022
CSC Approved: