



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

JOB SUMMARY

The Transportation Engineering Technician works under general supervision, performs various complex technical field and office work; performs skilled computer-aided task to compile data for designs, alterations, and surveying. Assist engineers in the design of various engineering maintenance and construction projects relating to sidewalks, streets, and materials testing.

SUPERVISION RECEIVED

The Transportation Engineering Technician receives general supervision from senior engineering staff and/or the director of engineering.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to the Transportation Engineering 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.
- Performs routine engineering design work/surveys.
- 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, surveys, reports, 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.
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MINIMUM QUALIFICATIONS

Education, Training and Experience

LEVEL 1:

- Graduation from high school or G.E.D.; AND

- One (1) year in the California state service performing duties comparable to those of a Junior Engineering Technician.
- Public Works and/or environmental programs experience is highly desirable.

LEVEL 2:

- Graduation from an accredited four-year college or university with a Bachelor's degree in Civil Engineering or similar engineering degree.
- Three (3) year in the California state service performing duties comparable to those of a Junior Engineering Technician.
- Public Works and/or environmental programs experience is highly desirable.

OR

- A combination of experience and education that clearly demonstrates the ability to perform the required duties of the position

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 surveying instruments: methods, materials, tools, and equipment used in streets and sidewalks construction and maintenance.
- 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 data, and prepare reports from said 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, blueprint machine, 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:
CSC Approved: November 2022