

RESOLUTION NO. 7788

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE
AMENDING RESOLUTION NO. 6454 (SALARY RESOLUTION AND
POSITION CLASSIFICATION PLAN) TO UPDATE THE JOB SPECIFICATION
FOR THE ENGINEERING TECHNICIAN POSITION**

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, the City desires to update the job specification for the Engineering Technician position to reflect current guidelines of the Americans with Disabilities Act; and

WHEREAS, the City, based on evaluation, has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Engineering Technician position in the Public Works Department, attached hereto as Exhibit "A," and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Public Works Department, has determined that it is proper to update the Engineering Technician job specification;

[Remainder of page left blank intentionally]

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the proposed Job Specification for the Engineering Technician position, attached hereto as Exhibit "A."

SECTION 2. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.


PASSED, APPROVED and ADOPTED this 12th day of December 2017.

CITY OF SOUTH GATE:



Maria Davila, Mayor


ATTEST:



Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

ENGINEERING TECHNICIAN

DESCRIPTION

Under direct supervision, performs office engineering work, participates in public works counter operations, supports project management functions and coordinates inspection of public works projects; performs related duties as required.

CLASS CHARACTERISTICS

The Engineering Technician assists professional engineers with a variety of routine support functions.

SUPERVISION RECEIVED

Works under the direct supervision of professional level engineering staff.

SUPERVISION EXERCISED

Does not supervise.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Primary duties are in managing public works counter operations, such as providing technical and administrative assistance to the public; receiving and answering public inquiries; preparing and issuing permits; plan checking; performing as-built research and performing any related duties as assigned.

Assists in the preparation of engineering plans, studies, evaluations, and presentations utilizing computer software such as Microsoft Word, PowerPoint, Excel spreadsheets, and computer – aided drafting (CAD) programs.

Assists in plan checking private and/or public construction plans for private development, streets, sewers, storm drains, water improvements, minor building projects and assessment district projects.

Provides assistance to the engineering team in all of their project management needs, with duties as assigned.

Performs field inspections as required and prepares inspection reports.

Reviews and updates City standard plans as required; reviews private development plans to assure compliance with codes and regulations; performs related calculations, title searches, right-of-ways reviews, easements on legal descriptions, utility easements, property lines and other plan information.

Assists professional staff in preparation of plans and specifications and in surveying plan sites. Gathers and analyzes information and statistics; prepares cost estimates for projects; makes minor engineering calculations.

Drafts maps from topographic data and field notes; designs and prepares signs, presentation materials, etc.

Maintains a variety of files and records related to public works projects, including permits, maps, plans and inspection reports. Updates and maintains drawings and plans for City facilities.

ENGINEERING TECHNICIAN (CONT.)

QUALIFICATIONS

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in civil engineering or a related engineering field. Participation in an engineering internship position OR possession of an Engineer in Training (EIT) Certificate is highly desirable.

License/Certification/Special Requirements

Possession of a valid California Class C Driver's License and a satisfactory driving record is required at time of appointment and throughout employment.

Knowledge, Skills, and Abilities

Knowledge of: basic engineering terminology; mathematical techniques used in engineering calculations including algebra, geometry, and trigonometry; map reading and surveying techniques; construction nomenclature; drafting terminology; Geographic Information Systems (GIS), AutoCAD and other computer software applications.

Ability to: learn and apply civil engineering laws and surveying techniques; read, interpret and follow City and departmental policies, rules and regulations; read maps and plans; perform accurate filing, indexing, and file maintenance; communicate effectively both orally and in writing; establish and maintain cooperative working relationships.

ADDITIONAL INFORMATION

CALIFORNIA DEPARTMENT OF MOTOR VEHICLE (DMV) PULL NOTICE SYSTEM

An incumbent appointed to this position is subject to enrollment in the California DMV Pull Notice Program. The Pull Notice program provides information on the incumbent's driving record and Driver's License status on a periodic basis to the City of South Gate. An employee assigned a City vehicle must acknowledge receipt and understanding of City Administrative Regulations covering the use of City vehicles.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet in the office and moderately loud when outdoors. Incumbents are not substantially exposed to adverse environmental conditions.

ENGINEERING TECHNICIAN

Created, 04/27/04

Revised, 06/09/09

Revised, 12/12/17


RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) **SS**
CITY OF SOUTH GATE)

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7788 was adopted by the City Council at their Regular Meeting held on December 12, 2017, by the following vote:

Ayes: Council Members: Davila, Bernal, Diaz and Rios
Noes: Council Members: None
Absent: Council Members: Morales
Abstain: Council Members: None

Witness my hand and the seal of said City on December 18, 2017.



Carmen Avalos, City Clerk
City of South Gate, California