

**CITY OF LAKE ELSINORE**  
**ENGINEERING TECHNICIAN II**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications within the position.*

**DEFINITION:**

Under general supervision, performs a variety of journey level technical office and field engineering work; provides assistance and information to the public.

**DISTINGUISHING CHARACTERISTICS:**

This is the full journey level class within the Engineering Technician series. Employees within this class are distinguished from the Engineering Technician I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from higher level engineering staff; may exercise direct supervision over less experienced paraprofessional staff within the work unit.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Review and process tract maps, parcel maps, lot line adjustments, grants of easement, and street rights-of-way for recordation.
- Verify compliance with conditions of approval for new subdivisions; perform on-site inspections to verify survey monuments related to parcel maps and lot line adjustments.
- Prepare and draft technical engineering plans for construction of streets, alleys, storm drains, sewers, traffic signals, street lighting and water systems.
- Prepare complex drawings from engineering sketches, survey field notes and other data for use in the design and construction of a variety of public works projects including traffic control systems, water system facilities, streets, and storm drains.
- Respond to requests for information and assistance related to traffic, parking and safety; conduct field traffic studies; compile data and prepare appropriate recommendations and reports.

- Prepare and maintain traffic work orders; draft and design pavement marking and traffic signal plans; inspect the work of contractors upon completion.
- Prepare legal descriptions and related maps for land acquisition.
- Maintain and update a variety of maps and records including City street maps, utility system maps, lot and block maps, and various index maps.
- Assist in the development and maintenance of the record keeping and filing systems.
- Prepare, assemble and distribute copies of maps, charts and blueprints as requested.
- Provide public assistance at public counter and over the telephone.
- Prepare quantity and cost estimates for engineering projects.
- Perform and proof mathematical calculations related to surveying, drafting and basic engineering.
- Perform a full range of survey work as required.
- Participate in a variety of engineering design and planning work related to municipal engineering projects.
- Answer questions and provide information to the public concerning engineering activities.
- Assign, distribute and maintain records of addresses.
- Maintain assigned files and records.
- Perform related duties as assigned.

**PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:**

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as drafting, drawing, field survey work, operation of a motor vehicle, and/or use of other office equipment or supplies; must be able to perceive forms and colors.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Engineering Technician II. A typical way of obtaining the required qualifications is to possess the equivalent of an Associate of Science Degree with major course work in Civil Engineering, Drafting, Surveying or related field, and two years of increasingly responsible experience performing drafting and technical engineering work comparable to an Engineering Technician I in the City of Lake Elsinore.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of, or ability to obtain, a valid California's drivers license. Engineer-in-Training Certificate is desirable.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

**Knowledge of:**

Basic trigonometry, geometry and algebra as applied to routine engineering computations; modern office methods, practices, procedures and equipment; and safe work practices. Terminology, methods, practices and techniques of paraprofessional engineering; algebra and trigonometry as applied to the computation of angles, areas, distances and traverses; and engineering maps and records

**Skill to:**

Operate various types of machinery and equipment including office machines and motor vehicle.

**Ability to:**

Read figures quickly and accurately and make mathematical calculations; learn to use and care for drafting, surveying, and mechanical instruments and tools; establish and maintain cooperative working relationships with those contacted in the course of work; communicate effectively both orally and in writing; understand and follow oral and written instructions; and provide quality customer service. Perform moderately complex engineering and mathematical calculations with speed and accuracy and perform a full range of paraprofessional engineering work under minimal supervision.