

SUPERVISING ENGINEERING TECHNICIAN*Class Definition*

Under general supervision, supervises technical engineering personnel in the field or office in the design, land survey, construction, research, and development of a wide variety of engineering projects.

Distinguishing Characteristics

Supervising Engineering Technician is the first level supervisory class in the Engineering Technician series. Reporting to a division head in either the Public Works or Development Departments, incumbents plan, coordinate and supervise personnel engaged in technical engineering activities. This class is distinguished from Senior Engineering Technician in that incumbents of the latter perform complex and highly technical engineering work and may provide lead direction to lower-level personnel. The Engineering Technician series differs from the Engineering Aide series in that incumbents of the latter generally perform manual field-related tasks similar to assisting in a survey crew or conducting traffic counts.

Typical Tasks

(An incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Supervises the work of staff in the performance of technical engineering activities involving the processing of zoning applications, subdivision maps and parcel maps, street improvements, parking standards, urban growth management fees, building applications, and major City construction projects.

Plans, coordinates, and supervises activities relating to water and sanitary sewer systems planning, design, and development.

Manages the selection process of consultants for City capital improvement projects.

Plans, coordinates, supervises, and evaluates the performance of technical and clerical personnel.

Plans, coordinates, and supervises the design and construction phases of capital improvement projects.

Reviews and recommends changes for section budgeting, work load evaluation and fee structuring.

Assists in the preparation and recommendation of departmental programs and procedures for engineering matters.

Assists in the preparation and recommendation of policy statements, administrative procedures, and code changes relating to engineering functions.

Prepares reports and makes recommendations on Public Works or Development activities.

Provides technical guidance to personnel engaged in zoning clearance projects relating to Public Works or Development engineering.

Plans, coordinates and administers the formation process of special assessment district projects and the urban growth management reimbursement program.

Performs related duties as required.

Knowledge, Abilities and Skills

Considerable knowledge of civil engineering techniques and practices.

Considerable knowledge of modern methods and techniques used in the design, construction and maintenance of public works facilities and projects.

Knowledge of mathematics through trigonometry.

Knowledge of data processing equipment and formatting.

Ability to prepare complex technical reports.

Ability to carry out assignments given in general terms and to exercise considerable independent judgment in the performance of assigned tasks.

Ability to plan, administer and supervise staff engaged in technical engineering activities.

Ability to establish and maintain effective working relationships with other officials and the public.

Ability to effectively communicate both orally and in writing.

Minimum Qualifications

One year of experience equivalent to that gained as a Senior Engineering Technician with the City of Fresno; or four years of experience equivalent to that gained as an Engineering Technician II, which included, or is supplemented by, one year of lead/supervisory experience.

Necessary Special Requirements

Possession of a valid California Driver*s License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____