CHIEF ENGINEERING TECHNICIAN

JOB CODE 19250

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform specialized complex paraprofessional engineering work or direct a number of Engineering Technicians or Drafting Technicians engaged in various technical duties. Assignments to this class are allocated to several departments including Engineering, Streets and Traffic, and Water and Wastewater and the Transportation Research section. Work at this level is distinguished from a Principal Engineering Technician either in that the supervisory responsibilities are less demanding, or in that the technical requirements are less difficult and complex. Individual assignments determine the knowledge, skills and abilities required for each option. Work is performed under the general direction of a supervisor who makes assignments and reviews work for compliance with standards and schedules and on the basis of results obtained.

ESSENTIAL FUNCTIONS:

- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

ASSESSMENTS

- Supervises Engineering Technicians in the calculation and distribution of either preliminary or final costs associated with improvement district projects and related activities.

DESIGN

- Designs and prepares plans, specifications, and estimates for city water, storm and sanitary sewer, paving and other construction projects;
- Reviews preliminary and final construction plans and specifications of public works construction projects to assure adherence to City standard details and specifications and other governmental agency requirements;
- Coordinates control of design contracts on capital improvement projects;
- Checks for accuracy of official city quarter-section maps, newly drawn or revised, by drafting personnel of the Mapping section.
PLANS REVIEW

- Reviews and prepares reports on sub-division plats, site plans, special permits, rezoning applications, planned area developments, abandonments, sub-lots and splits for right-of-way requirements, street improvements, general traffic circulation or off street parking;
- Reviews and approves major utility construction project plans for permits;
- Supervises review of building plans for future right-of-way requirements, curb in, driveways, general traffic circulation and off street parking;
- Reviews and approves major utility construction project plans for permits;
- Reviews site plans, preliminary and final plats, preliminary and final water and sewer construction plans and specifications for new developments to ensure adherence to city requirements.

TRANSPORTATION PLANNING

- Prepares technical charts, diagrams and layouts of transportation research concepts designed by professional team "members" for use in presentations to the Planning Commission, City Council and other groups;
- Investigates and collects data and draws maps for the advanced requisition and freeway right-of-way protection procedures exercised by the City;
- Maintains numerous maps and files connected with freeway progress in the City.

TECHNICAL SERVICES

- Assists the section supervisor in the performance of duties and supervision of personnel assigned to the Water and Sewers Service agreements, System Inventory and construction Records Section;
- Reviews and processes "as-built" construction plans, Water and Sewers System Inventory and Construction Records, and reviews and processes right-of-way abandonment requests.

PAVEMENT MANAGEMENT SYSTEM

- Visually evaluates roadway surface conditions;
- Operates specialized equipment to collect roadway data;
- Researches various City files for street construction, maintenance, cost and traffic information;
- Enters data into the PMS computer;
- Updates PMS system with new information.

Required Knowledge, Skills and Abilities:
Knowledge of:

- Civil Engineering procedures and techniques.
- Civil Engineering terminology.
- Symbols and terminology used in engineering drawings.
- Quarter-section maps.
- Methods and materials pertaining to public works construction.
- Construction plans and specifications.
- Construction practices and techniques.
- Sub-division plats.
- Site plans.
- Traffic Engineering principles and practices.
- Arizona Revised Statutes as they pertain to improvement districts and public buildings.
- The City's Grading and Drainage Ordinance.
- Other government agency requirements.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Read and interpret construction drawings.
- Compute quantities and make cost estimates.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Design and/or review the design of engineering projects.
- Produce written documents in the English language with clearly-organized thoughts with proper sentence construction, punctuation, and grammar.
- Prepare engineering drawings that are neat, accurate and logically arranged.
- Understand and write specifications.
- Prepare analytical reports.
- Work cooperatively with engineers, public officials, and the general public.
- Employ the practical application of fractions, percentages, ratios and proportions, mensuration, logarithms, calculator, practical algebra, geometric construction and the essentials of trigonometry.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to
drive a City vehicle or if the employee does not have personal insurance coverage. Some positions will require the performance of other essential or marginal functions depending upon work assignment, location, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience in paraprofessional engineering work, including two years of paraprofessional civil engineering experience (or one year at the level of Senior Engineering Technician). Other combinations of experience and education that meet the minimum requirements may be substituted.