



JOB DESCRIPTION

Senior Engineering & GIS Technician

Date Prepared: August, 2014

SUMMARY: Under basic supervision, collects and analyzes city policies and programs within the Engineering Division; reviews and approves construction plans; performs inspections and issues permits; performs related duties, as required.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Review and approve improvement, traffic control, and utility plans for construction of sewer, drainage, water, streets, curb, gutter, sidewalks, traffic control, drive approaches, fences, and walls.
- Issue permits to the general public, developers, contractors, and utility companies.
- Analyze, implement, and monitor the permitting and inspection process.
- Inspect Public Works projects in the construction of sewer, drainage, water, streets, curb, gutter, sidewalk, traffic control, drive approaches, fences, walls, and monumentation.
- Supervise and direct clerical staff and volunteers.
- Answer inquiries of the general public, developers, contractors, and City staff.
- Maintain improvement plan records and reports.
- Meet with the Risk Manager and City Attorney to discuss legal issues involving departmental projects.
- Author and prepare correspondence with regard to development and specialized projects.
- Research and prepare reports and presentations with regard to federal, state, local legislation, policies and procedures.
- Administer, prepare, and monitor the annual taxrole listing for the Street Lighting Assessment District.
- Review and approve Transportation Permit applications.
- Maintain confidentiality of work-related issues and City information; perform other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Sixty semester units from a recognized college or university with emphasis in Engineering; AND two years sub-professional engineering experience including traffic engineering and AutoCAD experience. One year of additional qualifying engineering experience may be substituted for up to 30 college semester units.

Knowledge of:

- City policies and procedures.
- City codes.
- Principles and practices of land surveying, drafting, and GIS operations.
- Water engineering procedures.
- Mapping practices and procedures.
- Construction methods and practices.
- Advanced engineering calculations.
- Automated engineering design practices and methods.
- Principles and practices of a municipal infrastructure.
- Principles and practices of project management.
- Pertinent state and federal laws.

Skill in:

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Applying City, state, and federal policies, laws and regulations.
- Reading and interpreting plans and maps.
- Conducting plan reviews.
- Providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, contractors, engineering firms, real estate representatives, external public agencies and the general public; and applying safe work practices.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- Certificate in Geographic Information Systems from an accredited college or university.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in an office work environment. May be required to lift and carry items weighing up to 15 pounds. Work is performed in a variety of environmental conditions, both indoors and out, with exposure to wide temperature variations, noise, vibrations, fumes, grease, machinery and its moving parts, odors, and dust. Physical demands require bending, stooping, and frequently lifting moderately heavy and heavy objects. Must be able to lift up to 50 pounds. Incumbent must be able to see and hear in the normal range with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

Department Head

Date

Personnel Officer

Date