

TO: THE CITY COUNCIL  
FROM: THE CITY MANAGERS OFFICE

COUNCIL MEETING DATE:  
June 7, 1989

SUBJECT: APPROVE REVISED CLASS SPECIFICATION FOR ENGINEERING TECHNICIAN SUPERVISOR

PREPARED BY PERSONNEL DIRECTOR

RECOMMENDED ACTION: That the City Council approve the revised class specification for Engineering Technician Supervisor.

BACKGROUND INFORMATION: After the recent completion of the job analysis, the classification specification has been revised to more accurately reflect the experience and education level, duties, knowledges, and skills necessary for this classification.

Respectfully submitted,



Joanne Narloch  
Personnel Director

JN/kt  
Attachments

June 7, 1989

## ENGINEERING TECHNICIAN SUPERVISOR

### DEFINITION:

Plans, assigns, supervises, and reviews the work of Engineering Technicians. Performs highly responsible sub-professional **office** and **field engineering** work. Works independently in one or more engineering **functions** such as design, and surveying.

### DISTINGUISHING CHARACTERISTICS:

This is the supervisory sub-professional engineering class. Positions in this class are distinguished from the Engineering Technician II class by **their** supervisory responsibility and **that they are** expected to work **independently** on complex technical tasks. The Engineering Technician Supervisor **generally** possesses extensive knowledge in one or more specialized engineering **areas**.

### SUPERVISION EXERCISED AND RECEIVED:

Receives direction from **the** Chief Civil Engineer.

Exercises direct supervision over Engineering Technicians and others as assigned.

### EXAMPLES OF DUTIES:

Duties may include, **but are** not limited to, the following:

Craws **maps**, **construction plans**, exhibits and other Engineering drawings with **the use** of a microcomputer and computer aided drafting system.

Plans, monitors, evaluates work and trains **subordinate** technicians.

Assists in the administration and development of the assigned **section** budget.

Does a variety of Engineering calculations with the aid of a programmed **calculator**.

Purchases **necessary** supplies and materials.

Responsible for maintaining and updating accurate records, **field notes** and **progress** reports.

Determines and lays **out controls** for aerial photogrammetry.

Inspects minor Public Works construction projects.

## DESIGN AND DRAFTING

Calculates material quantities, survey information and *other* Engineering problems with the use of a programmable calculator.

Drafts a variety of Engineering drawings manually including tracing, inking and layouts.

## SURVEY PARTY:

Supervises assistants, coordinates scheduling with contractors and property owners, and records accurate survey data.

Performs topographic surveying, using electronic equipment, setting lines, grades and taking measurements.

Performs construction staking, based on plans and technical directions of the Project Engineer.

## MINIMUM QUALIFICATIONS:

### Knowledge of:

Principles of Basic math, Algebra, geometry, trigonometry.

Computerized drafting techniques and recordkeeping systems.

Nomenclature, symbols, methods, practices, techniques and instruments used in drafting and mapping.

Contemporary engineering survey practices and equipment.

Microcomputer operations.

Construction codes and standards.

Principles of supervision.

Basic budget practices.

public Works projects such as street reconstruction, subdivision improvements and water and wastewater systems.

### Skill to:

Exercise independent judgement.

Communicate effectively with contractors and the general public.

Interpret engineering maps, plans, construction standards and legal descriptions.

Maintain supplies and equipment.

Ability to:

Lift and carry up to 50 lbs.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that would likely provide the **required** knowledge and abilities would be qualifying. A typical combination is:

Education:

Completion of high school (or equivalent).

Experience :

Three years subprofessional Engineering work in survey and/or drafting/design activities, which includes some experience in a lead worker capacity.

College level courses in Civil Engineering, hydraulics, statistics, surveying or graphics can be substituted on a year for year basis for up to two years of experience.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License from the California Department of Motor Vehicles.

JOBSPEC5/TXTA.04P

May 23, 1989

RESOLUTION NO. 89-62

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE REVISED CLASS SPECIFICATIONS  
FOR ENGINEERING TECHNICIAN SUPERVISOR

RESOLVED, that the City Council of the City of Lodi does hereby approve the revised class specifications for Engineering Technician Supervisor, as shown on Exhibit A attached hereto and thereby made a part hereof.

Dated: June 7, 1989

I hereby certify that Resolution No. 59-62 was passed and adopted by the City Council of the City of Lodi in a regular meeting held June 7, 1989 by the following vote:

**Ayes:** Council Members - Hinchman, Olson, Pinkerton, Reid and Spider (Mayor)  
**Hoes:** Council Members - None  
**Absent:** Council Members - None

*Alice M. Reimche*  
Alice M. Reimche  
City Clerk