



TOWN OF LOS GATOS

**ENGINEERING TECHNICIAN
ASSOCIATE ENGINEERING TECHNICIAN
SENIOR ENGINEERING TECHNICIAN**

Class Code: 4661, 4660, 4662
Department: Parks and Public Works
Supervisor: Senior Administrative Analyst

Bargaining Unit: TEA
FLSA Status: Non-Exempt

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

FLEXIBLY STAFFED SERIES

This is a flexibly staffed series, meaning that incumbents may be promoted by successfully demonstrating the ability to perform competently at the required level and by meeting the qualifications for the next higher class. Promotion to a higher level is not automatic or guaranteed. For more information, refer to the Town's Administrative Policy on Flexibly Staffed Classifications.

CLASS SUMMARY

Under general or lead supervision, incumbents in this series perform a variety of sub-professional engineering, asset management, and administrative duties both in the office and in the field in support of the Town's engineering programs and projects. This includes but is not limited to deploying the Town's computerized maintenance management system (CMMS) solutions, maintaining a list of assets, developing procedures and workflows for data collection, analyzing database content, preparing project scope of work and RFP/RFQ documents, preparing documents using AutoCAD and GIS, coordinating project management, and preparing presentations. These positions also conduct administrative work, thus interacting with stakeholders, various experts in the field, and members of the public. Incumbents will support the department across a variety of areas of expertise.

DISTINGUISHING CHARACTERISTICS

Engineering Technician – This is the entry level position in the Engineering Technician series. Initially, incumbents work under close supervision performing varying work, depending on the immediate needs of the Town while being trained. Incumbents will gradually work more independently as knowledge and skills are acquired.

Associate Engineering Technician – In this experienced journey level class of the series, incumbents will work more independently than the entry level classification and are fully competent to perform increasingly difficult tasks including projects of moderate to difficult complexity and scope. Incumbents are expected to have a solid grasp on all aspects of the position and to work with increased capacity while delivering complete and accurate work products.

Senior Engineering Technician – As the advanced classification of the series, incumbents will work independently and produce end products that require specific knowledge and expertise with more complex decision making. Positions 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 of the work unit.

SUPERVISION RECEIVED AND EXPECTED

Receives direct supervision from the Senior Administrative Analyst and indirect technical supervision from the Assistant Parks & Public Works Director/Town Engineer. Incumbents work more independently and with less direction as they progress through the classification series. May provide supervisory or lead direction to lower levels within the series.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Asset Management

- Performs technical and administrative tasks related to CMMS deployment and ongoing administration.
- Ensures data quality and proper organization of data into the system.
- Creates and maintains a list of Town assets, using CMMS, including parks and street infrastructure, facilities, and fleet.
- Develops procedures and workflows for data collection, recording of activities associated with assets, assessments, and data analysis.
- Analyzes CMMS database content to generate technical reports regarding the status and costs of the asset management efforts for management and engineering staff.

- Coordinates new user set-up and training of Town employees on the utilization of the asset management tools.
- Provides feedback on software functionality used for asset management and CMMS activities.
- Collects data in the field to support CMMS.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Asset Management.

Engineering

- Provides professional support to the Town's engineering programs and projects by preparing project scope of work and RFP/RFQ documents, including plans, specifications, and cost estimates.
- Prepares bid packages and announcements, analyzes proposals, and drafts agreements and contract documents.
- Coordinates project management on assigned projects by overseeing, controlling, and guiding project construction operations through the project's life cycle.
- Prepares presentations, exhibits, maps, drawings, plans, easements, and right-of-way documents using AutoCAD and GIS.
- Maintains records of as-builts for public works projects, including updating Town maps and records using GIS applications.
- Answers inquiries related to the Town's engineering programs and projects from the general public, contractors, developers, and other public agencies.

Administrative/General

- Creates, updates, and reviews files to support departmental activities.
- Coordinates with the County to have engineering documents recorded as needed.
- Responds to resident inquiries.
- Updates the Town website.

- Writes and edits reports.
- May be assigned as a Disaster Service Worker, as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of asset management, documentation, and utilization.
- Operational characteristics of automated asset management systems.
- Methods and techniques of identifying and documenting system assets.
- CMMS system administration practices including methods of developing system reports.
- Principles and practices of civil engineering.
- Engineering calculations and mathematics.
- Methods of computer-aided design (CAD) and graphic simulation, commensurate with each higher class
- Federal, state, and local regulations and guidelines related to assigned duties.
- Modern office practices, methods, and computer equipment and specialized applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- General customer service principles and practices.

Ability to:

- Administer and configure CMMS databases.
- Coordinate system deployment and administrative tasks with external consultants and internal staff.

- Research asset management information from automated system; generate reports.
- Design public works improvement projects and prepare plans, specifications, and cost estimates.
- Review, interpret and explain engineering plans, specifications, maps and computations.
- Utilize GIS software programming functions, tools, and utilities to produce maps, tables, and reports.
- Create, prepare, and effectively present technical and administrative reports, both orally and in writing.
- Interpret and apply Town specifications, ordinances, and policies.
- Organize work, establish priorities, and meet critical deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Effectively communicates in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Consistently demonstrates professionalism, ethical integrity, and exceptional customer service.
- Celebrate the achievements and successes of the organization.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Engineering Technician: Completion of high school or the equivalent supplemented by course work in advanced mathematics or drafting.

Associate Engineering Technician: Completion of high school or the equivalent supplemented by course work in advanced mathematics or drafting plus two years of increasingly responsible experience equivalent

to that performed by an Engineering Technician in public works engineering and/or asset management. Up to two years of acceptable and related college education or technical training may be substituted at the rate of one year of education for one year of experience.

Sr. Engineering Technician: A Bachelor's Degree from an accredited college or university in Civil Engineering, Architecture, Construction Management, or related field plus four years of progressively responsible experience equivalent to that performed by an Associate Engineering Technician in asset management, database management, and/or public works engineering programs. Up to two years of acceptable and related college education or technical training may be substituted at the rate of one year of education for one year of experience.

License and Certifications:

- Possession of a current valid California Class C driver’s license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility to visit and inspect Town facilities; stamina to stand for long periods of time and work on uneven surfaces; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect Town sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

Climbing	Occasionally	Balancing	Occasionally	Stooping	Occasionally
Kneeling	Occasionally	Lifting	35 lbs.	Standing	Frequently
Crawling	Occasionally	Reaching	Occasionally	Walking	Frequently
Talking	Frequently	Grasping	Frequently	Pushing	35 lbs.
Hearing	Frequently	Feeling	Occasionally	Carry	35 lbs.
Crouching	Occasionally	Running	Rarely	Finger Dexterity	Frequently
Pulling	35 lbs.	Seeing	Frequently		

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperatures and no direct exposure to hazardous physical substances. When working in a field environment, employees are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration,

confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The Town of Los Gatos is an Equal Opportunity Employer