

EAST BAY REGIONAL PARK DISTRICT
SENIOR CIVIL ENGINEERING TECHNICIAN

GENERAL FUNCTION:

Under direction, to perform advanced technical support for design of improvement and maintenance projects; prepare construction drawings, specifications, contract documents; and coordinates the work of outside consultants.

ESSENTIAL FUNCTIONS:

Designs a variety of civil engineering projects, such as paved roads, trails, parking areas, shoreline protection, site grading, under-crossings, bridges, and slide repair; utility projects, such as sanitary sewer systems, storm drainage, water systems, fuel tanks, and electrical service. Uses Computer Aided/Design software programs to design and create digital contract documents. Prepares detailed contract bid documents, such as technical specifications, plans, bid proposal forms, exhibits, etc. Makes field investigations for Capital and minor projects (drainage, paving conditions, topography, existing utilities, project access, etc.). Prepares cost estimates and makes budget recommendations.

OTHER FUNCTIONS AND DUTIES:

Makes field inspections of construction in progress; assists with handling associated contacts with outside consultants; writes reports, keeps records and provides CAD support. Makes complex calculations to aid in the completion of surveying and design tasks. Coordinates and obtains permits from local, state, and federal regulatory agencies. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Equivalent to completion of twelfth grade; and

Experience: Three years of non-professional engineering experience, which includes preparation of construction documents for various types of engineering projects.

Substitution: Accredited college coursework in an engineering curriculum or related major may be substituted for up to two years of the required experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of civil engineering principles, practices, and methods; strengths, properties, and uses of materials in public works construction, planning, design, and construction maintenance. Knowledge of algebra, geometry and trigonometry as applied to drafting work. Knowledge of drafting, including the use of Computer Aided Design software programs. Ability to read maps, including boundary and topographic maps and to draft elevation drawings, cross section profiles and perspective sketches. Ability to visualize a completed detail and prepare an understandable working drawing. Ability to prepare a materials quantity take off list from plans and working drawings. Ability to establish and maintain positive and cooperative working

EAST BAY REGIONAL PARK DISTRICT
SENIOR CIVIL ENGINEERING TECHNICIAN JOB DESCRIPTION
PAGE 2

relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification.

REPORTS TO: Design Manager

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 1/1/04: \$4,956.25 - \$5,422.63
Revision Approved by Board: May 15, 1976
Revision Approved by General Manager: December 18, 2003
Salary Revised per Joint Equity Committee Effective 1/1/04