

CITY OF BURBANK

ENGINEERING TECHNICIAN

DEFINITION

Under supervision to perform skilled para-professional engineering assignments utilizing basic engineering knowledge and skills; to analyze data and prepare reports; to assist in the preparation of cost estimates and specifications; and to do related work as required.

ESSENTIAL FUNCTIONS

Performs skilled para-professional assignments in civil, mechanical, or electrical engineering; meets with contractors or customers regarding utility services and makes decisions in-field; draws maps; does detailed design drafting and prepares finished engineering drawings; enters, records and analyzes data and performs computations; prepares reports, charts, and graphs, and bills of material; maintains records; assists in the preparation of cost estimates and specifications; assists engineers in various field, office, test, or inspection work in construction, surveying, mapping, design and data analysis in the areas of water production and distribution, sewage disposal, street construction, building and plant construction and maintenance, electrical generation, transmission and distribution, and traffic control; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - physics and mathematical principles and their application to engineering in preparing charts, graphs, drawings, computations, cost estimates and specifications.
- Ability to - use engineering tools such as drafting instruments, calculators and personal computers; sketch, trace, delineate and letter; learn and use computer-assisted design (CAD) systems; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Completion of two years of college course work with emphasis on engineering or related subject and completion of course work in drafting, algebra and trigonometry with a grade "C" or better, and two years of para-professional engineering experience. An additional five years of para-professional engineering experience may be substituted for the required college coursework.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.