

## CITY OF BURBANK

### SENIOR ENGINEERING TECHNICIAN

#### DEFINITION

Under direction, to direct the work of employees; to perform skilled and responsible para-professional engineering assignments; to analyze data and prepare reports; to prepare cost estimates and specifications; and to do related work.

#### ESSENTIAL FUNCTIONS

Performs highly skilled and responsible 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; prepares cost estimates and specifications; works with 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; supervises, trains and evaluates employees; 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; direct the work of employees; establish and maintain effective working relationships with supervisors, fellow employees, and the public; sketch, trace, delineate and letter; learn and use computer-assisted design (CAD) systems.

**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 four years of para-professional engineering experience. Two of the years must be at the level of Engineering Technician or equivalent.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent at time of appointment.

#### SUPPLEMENTAL INFORMATION

None.