

DEPARTMENT: Personnel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: Policy Item: Yes () No (X)

Authorize adding three Engineering Technician III allocations to the Public Works Department, eliminating two Engineering Technician II allocations as well as a Traffic Technician II allocation, and approve the revised Engineering Technician III class specification.

The incumbents in the Engineering Tech II positions as well as the incumbent Traffic Tech II have recently worked out-of-class and were compensated pursuant to section 11.5 of the SEIU Memorandum of understanding. Although the Board recently approved the elimination of one Engineering Tech II allocation and the addition of one Engineering Tech III allocation, there is still a need for three additional Engineering Tech III allocations. The assignments these incumbents have completed while working out-of-class and the type of workload that currently exists, the need for assignments of this nature may soon be repeated. With the approval of this action, this will not be necessary.

It is further recommended that the two Engineering Tech II incumbents as well as the incumbent Traffic Tech II be promoted into the added allocations of Engineering Tech III effective December 1, 2000. The two individuals in the Engineering Tech II positions are ready to assume more responsibility and have exhibited the skills necessary for the III level. The incumbent Traffic Tech II is likewise capable of performing at a higher level and the duties performed in this classification have been melded into the revised Engineering Tech III class spec; a copy of the revised class spec is attached.

Changing the Engineering Technician allocations in this manner will not increase cost to the Public Works' budget. There continues to be salary savings as there remains one vacant Associate Engineer allocation and as evident below, the proposed allocation will not affect the number of positions within the department.

Existing Allocation		Proposed Allocation	
Position	# of Positions	Position	# of Positions
Senior Civil Engineer	1	Senior Civil Engineer	1
Associate Engineer	2	Associate Engineer	2 (1 is vacant)
Junior Engineer	1	Junior Engineer	1
Engineering Technician III	1	Engineering Technician III	4
Engineering Technician II	2	Engineering Technician II	0
Traffic Technician II	1	Traffic Technician II	0
TOTAL	8	TOTAL	8

The Engineering Tech III classification as well as the Traffic Technician I/II classification will be retained as unallocated classes.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On September 26, 2000, the Board authorized the addition of one Engineering Technician III allocation to the Public Works Department and eliminated one Engineering Technician II allocation.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

- Adopt this action as proposed.
- Revise this action as the Board desires and adopt.

COSTS: (x) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:
Engineering Technician III Class Specification.

CLERK'S USE ONLY:

Res. No.: 00-404 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

MW Approved _____ () Denied _____

() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board

County of Mariposa, State of California

By: _____

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: MW

MARIPOSA COUNTY

JOB TITLE: Engineering Technician III

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To perform a variety of technical and paraprofessional engineering work; to inspect major and minor subdivision roads and issue private and commercial encroachment permits; to assist on preliminary, construction and right-of-way surveys; to prepare plans, legal documents and reports; to perform, inspections of construction projects on County roads; and to, under direction of an engineer, prepare plans and specifications and other bid documents for Public Works projects. May provide construction management and oversight under the direction of an engineer; and to assist on a survey crew. Employees in this classification receive limited supervision within a framework of standard policies and procedures. Employees in this class function at the advanced journey level and may supervise other technicians on a project basis and train subordinate engineering technicians.

In addition to the above, the Engineering Technician III will also be required to increase skill levels in at least one area of engineering technology as assigned, to include one of the following: traffic technology, surveying, construction management/public works construction inspector or computer assisted drafting technology. Increased skill level may be obtained by County-sponsored course work, on-the-job training or self-instruction on the job or any combination thereof.

SUPERVISOR: As assigned

TYPICAL DUTIES:

- Inspects major and minor subdivision road construction for land developments for compliance with County Standards and Conditions of Approval
- Participates in and assist in survey work using a variety of survey instruments and keeping survey notes; supervises computer-aided drafting activities
- Prepares drafting plans and profile sheets, "p"-line work sheets, profile work sheets, super-elevation calculations, and right-of-way plats and public works project site layout, grading plans, profile and details

MARIPOSA: Engineering Technician III

TYPICAL DUTIES: (cont'd)

- Issues, inspects and oversees private and commercial encroachment permits on County and/or Zone of Benefit roads
- Inspects work completed under the County Grading Ordinance and Improvement Standards
- Inspects fuel modification when required on subdivision roads
- Maintains accurate records and reports
- Coordinate soils, laboratory and material testing with a qualified consulting firm
- Supervises consultants and assists in construction materials sample extraction and complex field and laboratory tests
- Under the direction of an engineer, uses a computer to perform a variety of survey-related tasks and design of public works infrastructure
- Prepares accurate and complex records, reports, and legal documents
- Performs hydrology, hydraulic and other engineering calculations, such as the determination of culvert sizes under engineering direction
- Assists with field reviews and record keeping for contract transit operators
- Oversees and manages contract transit operators and coordinates with County transit program
- Manages zone-of-benefit road maintenance program
- Performs other related duties similar to the above in scope and function as required
- Inspects pavement operations and provide construction oversight of road crew

MARIPOSA: Engineering Technician III

EMPLOYMENT STANDARDS

Knowledge of:

- the uses, physical characteristics, sampling and testing of construction materials including Caltrans testing methods for soils, concrete and asphalt
- the principles of algebra, geometry, trigonometry and complex engineering computations
- surveying and drafting procedures, record keeping, and equipment
- the methods, materials, tools, equipment, and supervision of construction engineering
- public works construction plans and specifications
- engineering plans and specifications
- principles of supervision and training

SPECIALITY EMPHASIS

- Traffic technology
- Surveying
- Construction management
- Computer assisted drafting technology

Ability to:

- operate precision surveying instruments including Total Station data collector and computer data entry software
- prepare accurate and complete notes, sketches, plans, and reports
- supervise and train others
- meet the physical requirements necessary to perform the duties of the job

MARIPOSA: Engineering Technician III

Ability to: (cont'd)

- communicate effectively in both oral and written forms
- operate computer software including drafting and engineering design program, spreadsheet and word processing
- establish and maintain positive work relationships with those contacted in the performance of required duties
- under engineering supervision, use a computer to design public works infrastructure
- supervise and assist in the performance of tests and analysis of construction material samples

MINIMUM QUALIFICATIONS:

High school graduation or a GED and 5 years of experience equivalent to an Engineering Technician II or Traffic Technician II position; OR graduation from an accredited 2-year college with a minimum of 30 units of coursework in the areas of land surveying, construction technology, engineering technology, computer-aided drafting/design or equivalent technical fields and three years of experience equivalent to an Engineering Technician II or Traffic Technician II position; OR graduation from an accredited 4-year college with a degree in civil engineering or a closely-related field and 6 months of experience equivalent to an Engineering Technician II or Traffic Technician II position. Possession of a valid California driver's license is required.

Creation Date 4/88
Revision Date: 11/00 (B/S 00-404); 6/99 (B/S 99-195)