

CITY OF LOMA LINDA
ENGINEERING TECHNICIAN/GIS ANALYST

DEFINITION

Under general supervision, performs a variety of sub professional engineering duties; uses various systems and technologies to create and maintain maps which can be combined with data that is geographically referenced; performs such other duties as may be assigned.

CLASS CHARACTERISTICS

The Engineering Technician classification assists the public regarding routine engineering matters, and is characterized by the performance of drafting, record keeping, surveying, and elementary design assignments under direction. The work is performed independently; the supervisor makes assignments by defining objectives, priorities and deadlines, and assists the employee with unusual situations which do not have a precedent. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment. The classification may provide assistance to the Planning Department on assignment.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Responds to public inquiries, providing information regarding a variety of engineering matters including routine permit application procedures, engineering standards, and infrastructure on record; receives complaints and refers to the appropriate authority.
2. Performs a variety of tasks involved in the preparation or correction of maps and tracings; tabulates and plots field data; uses a variety of drafting tools and equipment.
3. Assists in the preparation of estimates and specifications in connection with the construction and maintenance of various engineering projects.
4. Assists in the management of the City's geographic information system applications and the development and delivery of GIS products and services City-wide.
5. Under direction, assists in the preparation of engineering designs, including street improvements, storm drains, water or sewer lines; calculates grades and slopes.
6. Participates in the conduct of field surveys as a survey party member; may perform instrument work, including the operation of transits, levels, site rods, tapes, chains, and other surveying tools and equipment.
7. Establishes and maintains engineering files and records.
8. Depending upon assignment, may assist the Planning Department in a subprofessional capacity, including routine public assistance and drafting support.
9. May perform Public Works inspections of various improvements such as curb and gutter, sidewalks, driveway approaches.
10. Maintains and administers various GIS systems.

11. Assigns addresses for new construction projects and perform field verifications of existing addresses.
12. Prepares GIS layers, applications and data sets for various departments, both internal and external.
13. Verifies legal deed descriptions and confirms the placement of property lines.
14. Analyzes various operations within an agency to determine issues and adapts GIS applications to suit.
15. Maintains databases and ensures that these databases are up to date and accurate.
16. Gathers field data for use in various mapping applications.
17. Prints maps and map books following standard formats.
18. Produces maps and blueprints for use by government agencies, companies and the general public.
19. Performs such other duties as may be assigned.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of coursework in drafting, algebra, geometry, and trigonometry; and seven to ten years of progressively responsible, sub professional engineering and GIS experience, or two years of college or Associate's Degree and two to less than five years directly related experience, or a Bachelor's Degree and less than two years directly related experience.

Knowledge, Skills, and Abilities

Working knowledge of cartographic and drafting methods, practices, and techniques; GIS systems; general office procedure. Skill in the use of drafting tools. Ability to learn and explain routine engineering regulations and procedures; prepare and interpret maps; calculate and convert map scales; perform various survey tasks as a survey crew member; gather data and make accurate engineering computations; prepare and maintain accurate records; communicate effectively; understand and follow verbal and written directions; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license, and a satisfactory driving record.

Incumbents must pass a medical examination at time of appointment.