



The City Beautiful

City of Coral Gables Job Description

Job Title: Engineering Technician Assistant **Prepared Date:** 12/06
Department: Public Works **Approved By:**
Classification: 1003 **Approved By:**
Pay grade: 15C
FLSA: Non-Exempt

Summary

Performs technical and clerical work in the Engineering Division.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Receives and logs plans submitted to the Public Works Department for review and permitting. Reads plan blueprints to determine which approvals are required and routes to appropriate personnel.

Verifies property ownership and contractor licenses. Reviews plans to ensure that all required City approvals are obtained.

Calculates and collects fees. Computes square footage and applies appropriate fee formulas.

Tracks plans in process of approval. Enters data into computer. Maintains plan filing system

Answers questions regarding status of plans and explains reasons for rejections. Handles street light complaints.

Compiles data and prepares various reports. Performs clerical functions to include preparing and distributing correspondence, filing plans and permits, and maintaining various records. Operates computer and other office equipment.

Processes and records payments of invoices for contractors and consultants. Distributes and processes petty cash disbursements.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of basic engineering practices and procedures. Knowledge of procedures for issuing permits and bonds. Knowledge of procedures for submitting construction plans. Knowledge of mathematics and geometry. Knowledge of department, division, and office policies and procedures. Ability to read maps and blueprints. Ability to understand and apply technical and legal terminology. Ability to make calculations and collect fees. Ability to prepare reports. Ability to maintain records and filing systems. Ability to operate computer and implement required programs. Ability to communicate professionally

with co-workers, contractors and consultants. Ability to work independently without direct supervision. Skills in organization and oral communication.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

High school diploma or equivalent.

Three (3) years of related office work experience in engineering field, to include experience reading plans and blueprints.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida Driver's License