



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Engineering Technician  
**Department:** Public Works  
**Classification:** 1004  
**Pay grade:** 20C  
**FLSA:** Non-Exempt

**Prepared Date:** 06/2014  
**Approved By:** HR/CM

### Summary

Performs administrative, technical, and clerical work for the department under the general guidance of a supervisor.

### 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.

Issues permits and bonds for right of way work.

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, contractor licenses, and insurance. 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.

Verifies, records and distributes FPL and Miami-Dade water and sewer bills.

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

Assists the Civil Engineer with daily plan review for building permits to ensure compliance with City codes and other pertinent codes. Assists with the review of right-of-way encroachment requests.

Assists with coordinating the Development Review Committee. Attends meetings. Drafts meeting minutes, agenda and other required documents.

Prepares draft commission agenda items and background information packets relating to encroachment items.

Processes and collects fees for right-of-way violations issued. Tracks violations/warnings and provides follows-up.

Responsible for cashiering and bond refunds for permits processed through EDEN.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of general construction methods and procedures. Knowledge of bid procedures. 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 track plans and maintain plan securely. Ability to conduct code variance and code comparison research studies. Ability to draft code language. 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, copiers 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.

Two (2) years of college to include course work in engineering. Four (4) years of related engineering experience, to include office work and experience reading plans and blueprints.

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

Valid Florida Driver's License