

CHIEF ENGINEERING TECHNICIAN

Class Definition

Under direction, supervises technical office engineering personnel.

Distinguishing Characteristics

Chief Engineering Technician is a specialized supervisory class in which the incumbents supervise a section which performs technical engineering and planning activities. This class is distinguished from Supervising Engineering Technician in that the latter is a first-line supervisory class.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Supervises subordinate staff engaged in the technical engineering activities for compliance with the provisions of the State Subdivision Map Act, the Municipal Code, City policies, standards and practices.

Supervises exaction of impact fees for all development related to City Departments.

Supervises the implementation and administration of geo-based information essential to the operation of the City-wide geographic information system and permits management system.

Monitors the preparation of documents and exhibits associated with staff reports for presentation to the Fresno City Planning Commission and Fresno City Council.

Coordinates technical and administrative support within the various sections of the department and interdepartmentally with other City operations.

Prepares and administers the section budget.

Develops and recommends policies, operational procedures and guidelines.

Consults with developers, project representatives and the public on project requirements and processes.

May perform the more complex technical engineering duties.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of civil engineering techniques and practices.

Knowledge and ability to administer the engineering aspects of land division and development processes and procedures.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline.

Ability to plan, organize, and direct the work of subordinate staff.

Ability to research, compile, analyze, and draw sound conclusions from technical and other complex data.

Ability to exercise sound, independent judgment within general policy guidelines and operating parameters.

Ability to prepare clear, concise, and comprehensive reports, records, correspondence, and other written materials.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelors Degree in engineering or closely related field; and three years of experience supervising technical engineering activities. Additional experience performing increasingly difficult technical engineering work may be substituted for the required education on a year-for-year basis.

Necessary Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____ DATE: _____
Director of Administrative Services