

TASK LIST – OFFICE ENGINEERING TECHNICIAN
(CLASS CODE 7212)

- 1 Verifies or performs office and/or field engineering calculations and computations using various tools or methods (e.g., computer software applications, calculators, planimeter, basic mathematics, algebra, geometry, trigonometry) for determining various pieces of information (e.g., electric circuit installation, energy interchange and capacity, faulty cable locations).
- 2 Drafts, corrects and modifies basic sketches, preliminary designs, wiring diagrams, and/or scale maps (e.g., line diagrams, electrical equipment type and location maps, tract maps, disabled access plans) for use in engineering reports and studies.
- 3 Makes minor changes on maps and drawings from field notes and data using common drawing instruments and or computer software applications.
- 4 Checks data used in simple plans, diagrams or maps.
- 5 Assists engineers in design and coordinating work.
- 6 Does freehand and mechanical lettering on various documents (e.g., plans, maps).
- 7 Checks land areas to determine boundaries and areas and zoning requirements for building and construction.
- 8 Traces, digitize, and scan maps to produce copies.
- 9 Orders, receives, indexes and maintains engineering records, files, plans, diagrams, and maps.
- 10 Maintains engineering record files. **[DELETED]**
- 11 Makes record searches to research ownerships, acquisition dates, land descriptions, and zoning requirements.
- 12 Calculates costs of maintaining public improvement systems to determine percentage breakdowns.
- 13 Assists in coordinating public improvement assessment project proceedings with other offices.
- 14 Determine assessment district boundaries to identify the benefiting property.
- 15 Reviews Council calendars, and digests, and legal newspapers for items pertaining to assessment project processing. **[DELETED]**

- 16 Researches and compiles data for plans, specifications, cost estimates, computer files, disabled access requirements and reports.
- 17 Prepares routine petitions, notices and ordinances for assessment proceedings. **[DELETED]**
- 18 Communicates detailed engineering information by various means to engineering personnel, other city employees, and the general public relating to various matters (e.g., land ownership, boundaries, legal descriptions, disabled access).
- 19 Compiles and analyzes data pertaining to the operation of and changes to electrical generation, transmission and utility distribution systems and facilities.
- 20 Reviews design schedules. **[DELETED]**
- 21 Writes preliminary and summary reports and/or correspondence for engineering staff and other agencies using technical engineering terminology and research information.
- 22 Assists in writing routine reports, notices, ordinances, letters, specifications and other documents related to assessment project authorization, public hearings to proceed with the project, or to confirm assessments, award contracts, and finance project costs.
- 23 Files, retrieves, and dispenses survey data to governmental agencies and the public.
- 24 Compiles and processes technical engineering data.
- 25 Prepares routine statistical reports. **[DELETED]**
- 26 Researches and evaluates lot subdivisions and ownership transfers.
- 27 Evaluates ownership transfers to update ownership records or for split property following legal (meets and bounds) descriptions. **[DELETED]**
- 28 Operates various types of office equipment to provide information and material for filing, review, and distribution.
- 29 Prepares and/or modifies data processing programs concerning the assembly, classification, and extraction of electrical generation, transmission, and distribution data.
- 30 Perform measurements of field conditions and collect and verifies data in the field.
- 31 Investigates delays, and recommends transfer of projects or personnel to expedite design completion. **[DELETED]**
- 32 Travels to various design offices to coordinate priorities and resolve project scheduling problems. **[DELETED]**