

Class Code: 225
CITY OF ANAHEIM
Class Specification

Classification:
ENGINEERING REPRESENTATIVE

Definition:

To act as liaison and explain policies, procedures, and fees to developers, contractors, utility companies and general public; issue public right-of-way, excavation and construction permits; and coordinate activities with other City Departments and divisions.

Typical Duties:

Reviews plan; coordinates input and revisions; and issues construction permits.

Checks' grading plans for conformance requirements; approves grading plans; issues grading and excavation permits.

Calculates and compiles engineering requirements on building permits.

Prepares cost and quality estimates for future construction work associated with improvements; establishing necessary fee.

Calculates special sewer and drainage assessment reimbursement district fees; maintains mapping file.

Coordinates and meets with engineers, developers and utility companies.

Processes and makes recommendations for sidewalk waiver requests.

Collects and processes transportation permits fees; updates and revises permit forms; revises permit fees.

Processes utility annexation agreements.

Assists at Public Works-Engineering departments counter; issues permits and advises the public concerning building and code requirements.

Coordinates engineering activities with a variety of individuals, groups, and organizations.

Performs other job-related duties as required.

Minimum Requirements:

Experience:

Equivalent too extensive experience comparable to a Principal Engineering Aide.

Knowledge of:

Elementary hydraulics and hydrology; principles and practices of civil engineering; methods and materials in the construction of public works and utilities facilities; policies and regulations governing the construction, extension and maintenance of system and facilities associated with the area of assignment; methods and techniques of engineering, drafting, mapping and estimating.

Ability to: Perform technical research and provide reliable advice on engineering problems; communicate effectively, both orally and in writing; perform complex engineering calculations with speed and accuracy; prepare complete plans and estimates of routine public works and utility projects; assist in design work and perform some complex duties; use and care for engineering and drafting instruments and equipment;

draft and assist in design work including maps, plats, sketches, plans, graphs, charts, and other related materials.

License and/or Certification Required: Possession of or ability to obtain a valid California Driver's License.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically by an Assistant Engineer - A or Associate Engineer - A, assigned to Public Works Engineering.

Supervision Exercised: May provide training and lead supervision to Engineering Aides but does not hire, evaluate, or dismiss employees.

Career Ladder Information: Experience in this class may serve to meet minimum requirements for promotion to Assistant Engineer - A assigned to Public Works Engineering.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.