



City of Larkspur PUBLIC WORKS TECHNICIAN

DEFINITION

Under direction, performs a variety of tasks in the office and field, both technical and administrative, in support of the Public Works Department functions. The position may be assigned duties related to compliance programs and reporting, traffic, permitting, inspection, capital projects, development review, or other areas as needed.

DISTINGUISHING CHARACTERISTICS

This is a journey level position, and is expected to function under general direction and to carry out a range of technical activities in support of Public Works programs and projects. Within a framework of established policies and procedures, the incumbent is required to exercise sound and independent judgments in performing assigned projects.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Director of Public Works/City Engineer; and technical direction may also be provided by other professional engineering staff or consultants. Although there are no direct reports, responsibilities may include providing project-based task direction to operational and/or administrative personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(May include but are not limited to the following:)*

The Public Works Technician may participate in the development and construction of capital improvement projects, perform plan review and other duties related to land development, coordinate the City's Clean Water Program (NPDES) and/or other compliance programs, issue encroachment and other permits, including fee calculations and follow up inspections. Assigned duties may vary; the list of typical tasks provided below is intended to be representative only.

- Maintain accurate records and files of inspections, spill response, maintenance activities, new development, and other activities associated with the City's Clean Water Program.
- Coordinate the collection and compilation of data for the City's semi-annual storm water report to the Regional Water Quality Control Board including preparation of the report; attendance meetings as required.
- Coordinate business and industrial inspections, including updates to the inspection database, completion of inspections, and follow up on needed correction work.
- Coordinate inspection of public and private post-construction storm water quality measures, and follow-up with maintenance staff or property owners on corrective work.
- Respond to the public on reports of spills or discharges, and follow-up with maintenance staff on cleanup or corrective work.
- Coordinate clean water displays and other activities at public events.
- Coordinate volunteer activities such as storm drain marker installation and creek cleanups and other public outreach activities.
- Maintain inventory of program supplies (brochures, fact sheets, storm drain markers), and other
- Clean Water Program related work as needed.

- Management of the City's striping contract (preparation of work orders, inspection of work, and processing of vendor payments).
- Prepare work orders for sign installations and inspection of work.
- Conduct miscellaneous field observations and data collection and other miscellaneous traffic-related assignments.
- Operate a handheld or backpack Global Positioning System (GPS) data collection device(s) in order to collect field data; organizes and maintains files, records, and base maps.
- Operate computer equipment using software packages such as GIS and AutoCAD to produce engineering drawings and exhibits.
- Assist the public by phone or at the front counter; other duties as may be assigned.
- Coordinates the administration of the City's Average Daily Traffic Program (ADT), including scheduling traffic counts (by contract) and update of the ADT map.
- Interface with traffic-signal controllers in the field (upload/download controller database and firmware updates).
- Assist the Public Works Department Capital Projects Section with minor capital repair projects including field review and measurement of pavement, sidewalk, striping and markings, or other items, and inspection of work by contractors; prepares quantity and cost estimates.
- Responds to concerns by residents regarding tripping hazards or accessible access on City sidewalks, maintaining files of locations needing repair, and assisting with development of the annual sidewalk repair and curb ramp projects.
- Prepares and issues encroachment permits, wide-load or overweight permits, or other permits for work in City right-of-way, including fee calculation and follow-up inspections.
- Assists the Land Development Section of Public Works Department with review of plans, maps, or calculations or other material.
- Performs other duties as assigned.

REQUIREMENTS

Knowledge of:

- Modern office practices, procedures, methods and equipment, including commonly used word processing and spreadsheet computer programs.
- Customer service skills, including the ability to work with both the public, other agencies and other staff in difficult or tense situations, to remain focused on the working through problems, and to develop solutions that best meet the concerns of all parties while adhering to established City standards and requirements, and to take the extra step as needed.
- Mathematics including survey techniques and practices utilizing algebra, geometry, and trigonometry.
- Principles and practices related to design, construction, and maintenance of street, sidewalks, drainage, traffic control, and related public works improvements.
- Clean water requirements and practices as related to municipal storm water management, including structural and non-structural water-quality measures, maintenance measures such as street sweeping and inlet cleaning, source controls for businesses and new development, illegal discharge response, and public education and outreach.
- Principles and practices of traffic engineering, with emphasis on knowledge of Caltrans standard striping and marking details, and the ability to perform and interpret traffic volume and turning movement counts.
- Knowledge of Computer Aided Drafting (CAD) or Geographic Information Systems (GIS), or mapping software.

Skill and Ability to:

- Read, evaluate and interpret, and explain complex construction drawings, specification, permits, change orders, survey data and technical reports.
- Become familiar with the City's Clean Water Program (NPDES) and manage portions of the program under general supervision.
- Become familiar with the City's Average Daily Traffic Program (ADT) and other traffic engineering activities and manage portions of these programs under general supervision.
- Prepare and maintain required records and correspondence.
- Interpret appropriate rules, regulations, contracts, laws and ordinances.
- Assist in the inspection of public works projects for compliance with standards and specifications. Perform field reviews of traffic markings and stripings, sidewalk, pavement, or other improvements; accurately record condition, location and layout, or quantity of improvements as needed.
- Become familiar with inspection criteria for post-construction water-quality measures, perform site inspections, and determine need for corrective action.
- Become familiar with inspection criteria for business and commercial water-quality measures, perform site inspections, and determine need for corrective action.
- Utilize personal computers and computer software to generate letters, reports, spreadsheets, and other documents.
- Learn the use of GPS data collection equipment and download data to the City's GIS system.
- Prepare simple, legible drawings or exhibits by hand and/ or computer to accompany field inspections, work orders, staff reports, traffic studies, or other documents as needed.
- Establish and maintain effective working relationships with those contacted in the course of work. Communicate effectively both orally and in writing.
- Prepare clear and concise reports.
- Work independently and prioritize multiple assignments.

EDUCATION AND/OR EXPERIENCE

Sufficient experience and education related to technical support of public works engineering operations to demonstrate the knowledge and skills listed and to perform the essential duties is required. A typical way of obtaining the knowledge, skills and abilities outlined above is:

Completion of a minimum of two years of college course work in engineering, construction, public administration, environmental science, or other fields relevant to this position **and** three years' experience in professional or sub-professional work that includes civil, municipal, environmental, or traffic engineering and/or public works inspection activities. In addition, the ability to obtain and maintain a Qualified SWPPP Developer (QSD) and/or Qualified SWPPP Practitioner (QSP) certification as stipulated by the State Water Resources Control Board is highly desirable.

PHYSICAL WORKING CONDITIONS

The essential functions of the job require the ability to sit for extended periods of time when performing office tasks; reach above or below shoulder height; finger dexterity to operate a computer and other office equipment; speak and hear in person and on the phone; see sufficiently to perform assignments; periodically drive a vehicle from site to site to conduct inspections under a variety of climatic and geographic conditions in a field environment with potential exposure to loud noise, chemicals, fumes and other environmental substances; traverse uneven terrain; stand for long periods of time; work long or unusual hours as situations demand; and frequently lift and/or carry objects weighing up to 25 pounds and occasionally up to 55 pounds.

OTHER:

FLSA Status:

Non-exempt

Bargaining Unit:

Larkspur Miscellaneous Employees Association

Approved by:
