



Agenda Item: 16.I
Date of Meeting: June 23, 2025
Department: Public Works

STAFF REPORT

To: City Council
From: Nora Gamino
Subject: **Engineering Technician II/III Job Description**
Prepared On: June 16, 2025
Attachments: Public Works Engineering Technician II_III Job Description

Background/History:

The Public Works Department currently lacks dedicated technical staff to support the delivery of small-scale capital and road maintenance projects. As a result, routine infrastructure maintenance—particularly pavement preservation—has been significantly delayed or left incomplete due to limited internal capacity. Rather than relying on consultants, the work simply has not been done, and the City’s street and sidewalk infrastructure is at increasing risk of deterioration.

This position also reflects a strategic restructuring of the former Public Works Secretary classification. Administrative support functions have been consolidated elsewhere in City Hall, and this role has been fully repurposed into a technical classification that better addresses operational needs in engineering, permitting, and project delivery.

Analysis/Discussion:

The Engineering Technician II/III is proposed as a flexibly classified position, allowing recruitment and placement based on the qualifications of the selected candidate. The position is intended to provide a mix of administrative and technical support, focusing on:

- Developing and maintaining pavement maintenance and minor capital improvement projects
- Preparing bid documents and cost estimates for Director review
- Managing the public works permit program, including encroachment, grading, and water fill stem agreements
- Conducting infrastructure condition reviews and documenting field conditions
- Responding to public inquiries, contractor coordination, and internal project support

By hiring into this role, the department will be better equipped to carry out infrastructure maintenance and small project coordination without overreliance on senior management or outside consultants. The flexible classification structure also reflects the City’s remote location

and recruitment limitations, allowing for long-term growth and retention.

Economic Impacts:

There is no immediate fiscal impact associated with approval of the revised job description.

Budget Impacts:

The adopted FY 2025-26 Budget does account for the hiring of this position. However, the fund allocations for the costs associated with this position will need to be slightly adjusted to accurately reflect the anticipated workload of the position. City staff will propose a budget adjustment to update the cost allocations prior to hiring for this position.

Legal Review:

City Attorney Pucci has reviewed this item and finds that the recommended action complies with the law.

Recommended Action:

Approve the new classification and job description for Engineering Technician II/III in the Public Works Department.

Approved By: Ethan Aukee 6/17/2025

Approved By: Deston Dishion 6/17/2025

Approved By:

Approved By: