



## JOB DESCRIPTION

---

**JOB TITLE:** Engineering Technician

**JOB CODE:** 2030

**DEPARTMENT:** Community Development/Engineering

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** County Engineer

---

### SUMMARY OF JOB PURPOSE

Performs the full range of moderately complex tasks of drafting, surveying, and field testing for county roads and capital improvement projects; makes engineering computations, layouts and lettering, and prepares engineering drawings, maps and charts; provides technical/engineering support to the general public and County employees on a daily basis.

### ESSENTIAL FUNCTIONS

1. Assists the general public, customers, and/or county employees in person, by telephone and/or e-mail answering inquiries related to department services, development and permit questions, and site development issues; may be required to act as Engineer on Duty; receives complaints and attempts to resolve them; explains rules, policies, and procedures; researches questions, when appropriate, to provide accurate information; resolves issues and/or directs customers to the appropriate department for resolution;.
2. Serves as a Party Chief on a field survey crew measuring distance using surveyor's chain and plumb bob, level and theodolite; sets appropriate markers including stakes, hubs and lathe at designated points with the required information on the markers indicating the types of points set; uses a level rod to give sights to obtain elevations of points for profiles, and to measure distance and elevations.
3. Assists a professional engineer with design of construction projects including streets, storm drains, water and sewer lines and other county engineering projects; prepares graphic aids, correspondence, and other reports; keeps daily log books for projects; prepares visual aids for public presentations; reviews and assists engineering staff in preparing utility connection permits, encroachment permits, and site improvement permits.
4. Estimates time, quantity and cost of construction projects including streets, storm drains, traffic control devices and other county engineering projects; confers with and assists the public, utility company and private contractors, responding to inquiries on various projects during the planning, design and construction phases.
5. Prepares preliminary and final construction drawings/designs for storm drains, water, sewer, right-of-way and other utility improvements using field notes, data files, maps, drawings, plotting profiles, and cross sections; performs design drafting by utilizing CAD (Computer Aided Design).
6. Performs field investigations and collects field data including traffic counts. May also perform field inspections of construction projects, encroachment permits, and commercial buildings.
7. Maintains mylars in an up-to-status reflecting lot splits, subdivisions and road locations; maintains and updates computer database regarding all permits and project submittals; prepares files for all site improvement permits and design reviews.

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### Engineering Technician

8. Takes a multiple number of reduced copies of development maps and transfers the development data to right-of-way maps reflecting right-of-way width and locations of right-of-way;
9. Performs a variety of other clerical duties including data entry, copying and assembling materials, answering phones, faxing documents, collecting and recording monies, preparing reports, and other related tasks; may be responsible for training other department employees on the use of department-related equipment and software.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma, or equivalent, and two (2) years experience in a technical engineering field including field inspection of construction techniques and materials, supplemented by courses in algebra, geometry, trigonometry and computer-aided drafting, mechanical drawing, or other related office work; Associate's Degree in an engineering-related field preferred.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret blueprints, engineering periodicals, professional journals, technical procedures, or governmental regulations; write reports and business correspondence; effectively present information and respond to questions from groups, contractors and employees of the County.

#### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of basic engineering and drafting equipment, tools and instruments, and standard surveying practices and note taking; engineering mathematics, surveying, engineering principles, and survey mathematical and other general civil engineering information; methods, materials and equipment used in community development facilities construction.

Ability to perform complex drafting, compute or otherwise process engineering data using specified formulas and procedures; read and interpret graphic data, blueprints, engineering plans and construction specifications and maps; extract engineering data from various sources; develop and prepare engineering and related reports; estimate quantities, costs and other requirements of standard engineering projects; explain standard departmental policy and procedures to contractors and the general public; make complex engineering computations and reduce, interpret and apply field notes in performance of drafting duties.

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### Engineering Technician

Proficiency in drafting techniques including the use of C. A. D. software, an intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including scanning equipment and programs, telephones, calculators, copiers, FAX machines, etc.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record within 30 days of employment.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to construction sites; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

---

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.