

## **ENGINEERING TECHNICIAN**

Reports to: Project Administrator

Department: Public Works

Position Control No.: 3225

Exempt  Non-Exempt

Full Time  Part-Time  Seasonal

Department Head Approval: Tom Kesner Date: 9/1/2016

### **JOB SUMMARY:**

Under the direction of the Director of Public Works, considerable independent judgement and discretion is used in carrying out daily operations. Assists and provides support to the Public Works staff and various other departments as necessary. Reviews city and development designs in areas of drainage, storm sewer design, and paving work, aids in preparation of construction project plans, drainage profile plans and specifications for projects performed by city. Performs drafting and mapping activities with technical equipment, does mathematical computations, clerical work, field survey work related to drainage work, and other related work as required. Assist purchasing materials and equipment for the Public Works Department..

### **ESSENTIAL FUNCTIONS:**

1. Responsible for organizing, filing, and updating city street, water, sewer and drainage maps, assist with telephone complaints.
2. Assists in reviewing consultant designs developer proposals as they relate to city standards.
3. Assists in, or supervises the preparation of plans, specifications, and cost estimates of constructions to be performed by City.
4. Purchases materials for various Public Works projects, prepares or assists in the preparation of technical specifications for equipment and materials purchased by Public Works.
5. Consults with contractors, engineers, manufacturing representatives, and others in carrying out various Public Works objectives and programs.
6. Plot profiles and cross sections, assists with field measurements and surveying for drainage projects, performs calculations and quantity estimates for drainage, earthwork, and land use.
7. Reads and understand construction/engineering plans and specifications and computer screen.
8. Assist the public with drainage problems, provide technical assistance to the Drainage Superintendent and track drainage complaints..
9. Maintain engineering files, documents, and assist other departments with projects as required.
10. Perform field surveys for line and grade.
11. Work indoors and outdoors including adverse weather conditions such as extreme cold, heat, heights, temperature swings and noise.
12. Some extended hours are occasionally required.

**QUALIFICATIONS:**

1. High School Diploma, two years of college in engineering or civil technology. Six years of appropriate experience and/or technical training can be substituted for college.
2. Valid Texas Driver's License, Class C.
3. Knowledge and ability to use computer equipment.
4. Ability to perform calculations of grades, elevations, volumes, areas, ratios and related calculations; interpret engineering plans and specifications; have general knowledge of surveying principles.
5. Time management skills pertaining to project handling and coordination with personnel, both city and private sector.
6. Knowledge of AutoCad & G.I.S.

**PHYSICAL REQUIREMENTS:**

1. Lift, carry, and hold up to 50 lbs. of office supplies and drafting equipment.
2. Push, pull, and drag, up to 50 lbs. of office supplies and computer drafting equipment.
3. Kneel, sit squat, stand, stoop, and twist while performing drafting and filing duties.
4. Some exposure to fume/odor and chemical hazards.
5. Responsible for efficient and safe operation, care and appearance of assigned equipment.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

**APPLICANT:** Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date