

# ENGINEERING TECHNICIAN II

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Position Code: 2705

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 355

Location: Public Services

Approval Date: 2023

## **General Statement of Duties**

Oversees technical review of development plans, infrastructure plans, plats, site plans, floodplain maps, and other development-related documents. Reviews transportation-related studies and design plans. Creates GIS exhibits and performs other minor GIS updates as required. Assists in the preparation of technical reports, bid documents, cost estimates, and other related documents. Tracks water and sanitary sewer extension permitting, pump station capacity, and other utility-related coordination items. Provides technical support for other engineering technicians, including training new personnel and performing a variety of engineering assistance tasks; does related work as required.

## **Distinguishing Features of the Class**

An employee in this class performs field and office engineering work, provides support to the division by maintaining information about Town infrastructure and assists with field operations on projects. Work includes preparation of construction drawings and documents, gathering of field/property information for design work, assisting with estimates of construction projects and coordination of approval through various agencies, prepares and updates land development details. This employee represents the town to a wide variety of citizens, developers, state and federal regulatory officials, etc. Employee is subject to hazards in street construction and water and sewer line construction maintenance work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as noise, atmospheric conditions, oils, tight quarters, moving mechanical parts, dusts, mists, odors, fumes, and narrow passageways. Work is performed under the general supervision of the Transportation Engineer and is evaluated based on conferences and review of assignments.

## **Duties and Responsibilities**

Assists in review of various types of projects for compliance with Town and State standards including street plans and profiles, water and sewer plans and profiles, and site plans;

Assists in reviews of traffic studies and design plans, including speed limit studies, Transportation Impact Analyses, traffic safety analyses, traffic control plans, and traffic signal plans;

Performs the collection and analysis of data such as traffic volume, speed, crash reports, and pedestrian counts, to prepare engineering reports, work orders, graphs, tables or maps related to traffic and pedestrian safety, highway design and geometrics, and neighborhood traffic control;

Investigates citizen inquiries and coordinate with Transportation Engineer related to signal operational issues, pedestrian or motorist safety, speeding, poor sight visibility, high crash areas, or other concerns;

Manages annual street resurfacing contract, coordinating with the Town's Streets Department and contractor;

Participates in the preparation of construction plans for in-house engineering design projects using AutoCAD Civil 3D, and coordinates with other departments as needed;

Provides technical support for the land development process, including performing reviews of Concept Plans and Site Plans for both residential and commercial projects for compliance with Town standards and ordinances and long-term transportation plans;

Reviews and updates land development standards as needed;

Performs administrative permitting work such as tracking water and sewer extension permitting and pump station capacity;

Prepares miscellaneous project exhibits and maps as needed;

Provides developers, contractors and the general public with technical information relating to engineering projects and municipal services.

Coordinates survey work and other contracted services;

Prepares cost estimates for projects and takes final measurements for use in payment certification;

Assists in the preparation of technical reports, bid documents, cost estimates, and other related documents;

Maintains files and records pertaining to engineering projects and activities;

Assists Transportation Engineer, Engineering Services Manager, and Public Services Director in the overall Public Services fields as required; and

Performs related duties and responsibilities as requested.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Working knowledge of basic surveying techniques and basic drafting principles,

Working knowledge of modern methods and techniques as applied to design of public works and utility projects;

Working knowledge of computers, GIS software/hardware, CADD equipment and applications and office machines;

Working knowledge of relevant State and Federal laws, local ordinances, policies, and procedures;

Ability to establish effective working relationships with Town officials, employees, contractors, and the general public;

Skill in the use of instruments and equipment used in the engineering field;

Ability to communicate in both oral and written form;

Ability to follow established policies and procedures; and

Ability to maintain, record, and keep accurate records.

### **Physical Requirements**

While performing the duties of this job, the employee is frequently required to reach with hands and arms, sit, talk, and hear. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. This position involves sedentary work requiring the employee to exert up to 10 pounds of force occasionally; and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to examine and work with maps, charts, and detailed materials, to operate a computer, inspect sites, do extensive reading, review plans, and use measurement devices.

### **Minimum Education and Experience**

An associate degree in civil engineering or construction inspection/administrative work from an accredited community college and eight to ten years of experience in engineering design and review under the supervision of a Professional Engineer and/or sub-professional engineering, use of CADD equipment and GIS software, or an equivalent combination of education and experience.

### **Special Requirement**

Possession of a valid North Carolina driver's license.