

ENGINEERING TECHNICIAN

Position Code: 2750

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 352

Location: Engineering

Approval Date: 2023

General Statement of Duties

Provides intermediate technical work 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 Civil Engineer II 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, site plans, erosion control plans, stormwater drainage plans and stormwater detention basins.

Maintains Public Services GIS data through use of ESRI software including meeting with Public Works and Utilities Departments end users to define needs, desired outputs, and to develop maps and reports as needed.

Participates in the preparation of designs, drawings, estimates, specifications, construction contracts and related engineering work for various municipal, public works and utilities projects with the use of CADD and other software.

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

Coordinates survey work, whether in-house or contract.

Makes cost estimates for projects and takes final measurements for use in payment certification.

Maintains files and records pertaining to engineering projects and activities.

Assists Senior Engineer, Engineering Services Manager, Water Resources Director, and Public Services Director in the overall Public Works/Utility fields as required.

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.

Some knowledge of modern methods and techniques as applied to design of public works and utility projects.

Some knowledge of computers, GIS software/hardware, CADD equipment and applications and office machines.

Some 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.

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 three to five years of experience in 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.