

DEPARTMENT: NORTH TONAWANDA ENGINEERING DEPARTMENT
CLASSIFICATION: NON-COMPETITIVE APPROVED BY NYSCSC 12/17/2001
APPROVED: AUGUST 26, 2021

ENGINEERING TECHNICIAN P/T

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of drafting, related clerical tasks and limited basic engineering field work, in assisting professional engineering staff in a variety of City projects. The incumbent in this class prepares maps and drawings from original sources and updates existing city, zoning and assessment maps as needed. The incumbent also interacts with homeowners and contractors, issuing permits, researching deed information and reviewing applications for zoning changes and site plans. Work is subject to review in process and upon completion by the City Engineer or Assistant City Engineer or, in the field, by a Senior Engineering Technician. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Conducts preliminary reviews of applications for zoning changes, variances, and site plans and prepares reports of findings for supervisory review;
2. Researches deeds, site plans and other appropriate sources of information and updates city, zoning and assessment maps as needed;
3. Interacts with the public including homeowners and contractors issuing city, sewer and sidewalk permits;
4. Reviews site plans, sewer maps, monument records and assessment maps and provides requested information to the general public;
5. Maintains necessary files (manual and computerized) of maps, plans, charts, deeds, and other documents and information;
6. Performs necessary calculations, computes land areas, and tabulates information;
7. May, on occasion, assist in field surveys and inspections using field instruments such as transit, level, linker rod, and other surveying instruments to locate established property lines, points, grades and angles;
8. Researches and collates information, maps and drawings in response to inquiries by the City Engineer or Assistant City Engineer;
9. Performs office duties including filing prints and records, making copies of reproducible drawings, printing maps, and answering telephone inquiries.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of high school mathematics including geometry and trigonometry; working knowledge of the practices, principles and instruments used in land surveying and drafting; skill in establishing and maintaining filing systems; ability to collect and interpret field data and transfer information to maps, drawings and plans; ability to use mechanical drawing instruments and mathematical tables; ability to understand and follow oral and written directions; manual dexterity; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

1. Current enrollment in high school in a program of technical/vocational studies **and** completion of a minimum of one (1) year of drafting or relevant technical area coursework including the completion of a course of study in AutoCAD I; **OR**
2. One (1) year of college study in engineering, drafting or surveying; **OR**
3. Completion of a post high school technical/vocational program in drafting, surveying or relevant technical area including the completion of a course of study in AutoCAD I; **OR**
4. One (1) year of experience in drafting, surveying or assisting in engineering type projects including experience in AutoCAD I.