

ENGINEERING TECHNICIAN

Position Code: 2750

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 350 (\$37,762 - \$59,057)

Location: Public Services

Approval Date: 2010

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 sewer and water lines, assists with field operations on projects. Work includes assisting with the development and implementation of Phase II Stormwater Ordinance; assists with fields operations related to sewer and water projects, gathering of field/property information for design work, assisting with estimates of construction projects and coordination of approval through various agencies, prepares and updates water and sewer 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 passage ways. Work is performed under the general supervision of the Engineering Manager and is evaluated based on conferences and review of assignments.

Duties and Responsibilities

Works closely with staff and outside agencies to develop and implement first stages of the Phase II Stormwater Ordinance and Program;

Maintains files of maps, aerial photographs, and drawings of water and sewer lines and provides to contractors and developers as necessary.

Researches tax parcels and deeds to establish sales history and ownership.

Prepares and updates water and sewer details.

Assists other Town departments with projects involving locating water and sewer lines.

Work with computer generated drawing files and GIS system.

Assists with field operations related to sewer and water projects.

Performs other duties 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 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.

Ability to establish and maintain effective working relationships with Town officials, other employees, contractors, developers, and general public.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and hearing.

Must be able to perform light work exerting up to 10 pounds of force occasionally; and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and use fingers, operate a computer terminal, and inspect the accuracy, neatness, and thoroughness of the completed work.

Minimum Education and Experience

An Associate's 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; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid North Carolina driver's license.