

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Engineering Technician II</u>
Sch & Grade	<u>PAT-5</u>
Class Code	<u>CD02</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Engineering Support</u>

PRIMARY PURPOSE:

Performs moderately complex engineering work in the areas of drafting, computations, and survey work as assigned for a variety of public works projects.

SUPERVISION:

Under the direct supervision; may direct the work of others as assigned.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Performs moderately complex drafting for city construction projects utilizing appropriate equipment including the use of computer aided design (CAD) systems as assigned.
2. Participates in preliminary and construction surveys for Public Works construction projects and has primary responsibility for operating both conventional (transits and levels) and electronic instrumentation equipment as assigned.
3. Utilizes appropriate computer applications to carry out assigned work including inputting data in the computer aided GIS and design systems to provide maps and engineering drawings as well as processing data collected in the field with electronic equipment.
4. Conducts computational and design work in the office in preparation of plans and specifications for street paving, sewer construction and other engineering projects including creating drawings, figures, basic plans, etc. from rough sketches.
5. Makes general inspections for minor city construction projects including testing necessary materials.
6. Maintains accurate records and prepares required reports which includes reducing field notes, preparing field sketches, and reviewing notes for completeness and accuracy.
7. Reads and analyzes survey data, blueprints, construction plans and drawings, legal descriptions, written instructions, field notes, property descriptions, etc. to perform engineering work.
8. Responds to phone and in-person informational requests from contractors and the general public regarding sanitary sewer, street, flood plain, etc. locations and other general information.
9. Drives to various construction locations and/or work sites to conduct surveys, gather on-site information, and perform general inspections; may travel to other vendor locations to locate necessary supplies, materials, etc. as assigned.

IMPORTANT FUNCTIONS:

1. Assists and takes direction from other technicians as assigned.
2. Performs minor office administration tasks such as copying, faxing, etc. as required.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and equipment involved in drafting and/or survey work. Knowledge of PC and workstation computers with computer aided design and drafting systems (CAD) required for drafting assignment with preference given to ARC-INFO and/or AutoCAD/DCA software experience.

Abilities

Effectively perform moderately complex drafting, mapping, engineering computations and/or survey work; utilize appropriate drafting and survey equipment to accurately complete moderately complex work; read and analyze information such as survey data, construction plans, legal and property descriptions, etc.; perform general inspection of minor city construction projects and the necessary materials; accurately prepare and maintain required records and reports; understand and follow oral and written instructions quickly and accurately; communicate effectively both verbally and in writing; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; deal effectively and courteously with associates, contractors, and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Two years of college or vocational/technical training in drafting, surveying, engineering or industrial technology with an emphasis in construction or a related field of which at least one year has been in civil engineering projects. Directly related experience may be substituted for the education requirement on a year-for-year basis. Experience and/or formal training must be commensurate with specialty area required for current vacancy.

Physical Requirements

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 50 pounds; must be able to hold and grip objects and have ability to operate a computer keyboard and mouse; must be able to distinguish primary colors.

Working Environment

Both indoor and outdoor working environment depending on assignment; may be exposed to extreme weather conditions, dust, pollen, and hazards such as working around traffic when performing general inspection of city construction sites and survey work.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

None required.

Last Revision:	February 9, 2012	GENERAL ORDINANCE NO.
	Updated Abilities	2282
Comments:		Date: May, 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____