



POSITION: *Engineering Technician*

DEPARTMENT: *Engineering*

REPORTS TO: *Senior Engineer Technician*

Date Reviewed: 03/02/2021

Pay Grade: G-16

Drug/Alcohol Test: Pre-Emp.

FLSA: Non-Exempt

DEFINITION

Performs routine and complex technical engineering related work for environmental, water, sewer, street, and other public works projects and programs. Assists an Engineer in application of principles, methods, and techniques of civil engineering technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews project specifications and confers with civil engineer concerning assistance required such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports.
- Conducts materials testing and analysis.
- Prepares reports detailing tests conducted and results. Drafts and calculated field notes to document quantities, alignment, grade and locations according to project plans or to document monthly and final progress estimates.
- Surveys project sites to obtain and analyze topographical details of sites.
- Researches records, maps and other data to obtain such typical engineering data such as location of sewer stubs, water mains, hydrants, etc. and zoning district designations or special property assessments.
- Drafts detailed dimensional drawings such as those needed for street, water, sewer, drainage, and other utility plans, systems and projects.
- Calculates dimensions, profile specifications, and quantities of materials such as pipe, concrete, and asphalt.
- Inspects construction site to determine conformance of site to design specifications.
- Assists engineers to ensure that construction and repair of transportation, water or wastewater systems meet control requirements.
- Assists in the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Assists in the preparation of engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Assists in project management for the construction of the municipal public works projects.
- Assists utility with locating utilities using various locating instruments, as built drawings, and GIS data.
- Assists in the preparation of sanitary sewer, water, storm drainage, and street system maps, data bases, and comprehensive plans.
- Assists in the maintenance of engineering and infrastructure records. Prepares and drafts as-built plans for street, water, sewer or light systems.
- Reviews applications for utility permits, street use permits, franchise utility permits, etc. Issues routine permits.
- Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepares traffic, utility and other studies and reports.
- Coordinates sidewalk inspection, maintenance and enforcement programs.

ENGINEERING TECHNICIAN

- Assists in the development of pavement management systems.
- Assists with the implementation of the Storm Water Management Plan and creation of the Annual Storm Water Report.
- Performs a variety of office related functions, including preparing permits, correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff, and the general public.
- Serves as a drafter, by making final sketch of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project; making any adjustments or changes necessary or desired; Drawing charts for representation of statistical data; drawing finished designs from sketches; using computer assisted drafting (CAD) equipment and software.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a high school or GED, supplemented by two years of related technical or college training in drafting, Computer-Aided-Design (CAD), engineering technology, civil engineering or a closely related field; and
- (B) Minimum of two years related experience; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of civil engineering principles, practices and methods as applicable to a municipal setting;
- Knowledge of applicable City policies, laws, and regulations affecting Division activities;
- Some skill in operating the listed tools and equipment; some skill in basic drafting, surveying, and flagging.
- Ability to prepare, organize and maintain engineering field and office data, reports and systems;
- Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.
- Proficiency with Microsoft Office products.
- Ability to become proficient with Hiperweb, BS&A, and other frequently used software applications.

SPECIAL REQUIREMENTS

- Must possess a valid State Driver's license or have the ability to obtain one prior to employment;
- Must have or be able to obtain GSWCC Level 1B Advanced Fundamentals (Red Card) Certification within 6-months.
- Must be physically capable of moving about on construction work sites.

TOOLS AND EQUIPMENT USED

- Personal computer, including: word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; pipe locator; engineering calculator; motor vehicle; phone; mobile radio.

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PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

The City of Covington is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed by:

HR Director

Date