



# Engineering Technician

Job Specification  
Classification: Competitive  
Series: Engineering Support  
Level: 1 of 2

**DISTINGUISHING FEATURES OF THE CLASS:** This is the first level of the Engineering Support series and is responsible for performing basic drawing and inspection functions to support the respective department and development of City projects. Responsibilities may include surveying project sites; designing project sites using drawing software; inspecting construction materials; completing quantities and cost estimates; and converting layouts into computer formats. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Performs engineering survey work as required; collect and evaluate field data relative to City facilities.
- Assists in preparing plans and specifications for construction of projects utilizing drawing software; researches project design requirements; performs mathematical calculations.
- Converts, maintains, and updates computer files using archived hardcopy information, plans, blueprints, or construction layouts.
- Conducts inspections of new construction, infrastructure, and repair sites, which may include: scheduling, facilitating, and performing preconstruction meetings; implementing and interpreting applicable regulations, policies, and related items; checks approved construction plans for jobs; makes detailed construction punch lists; and/or performs other related activities.
- Prepares for digs by establishing where underground City owned utilities are located and marking out relative areas.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Practices and procedures relating to specific facilities design and construction;
- Basic engineering, drafting, and estimating terminology, methods, practices, and techniques;
- Construction materials;
- Practices and procedures relating to GIS mapping and GPS surveying technologies;
- Computers and related software applications;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Engineering plans, specifications, and drawings;
- Mathematical principles;
- Safety principles and practices.

Ability to:

- Inspect a variety of engineering project sites;
- Use a computer and related software applications;
- Perform mathematical calculations;
- Read and interpret plans, specifications, and blueprints;
- Maintain accurate records;
- Use and maintain engineering computers, drafting instruments and equipment.
- Prepare estimates of routine construction projects.
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in Civil Engineering or closely related engineering field; or
- (B) Graduation from high school or possession of a high school equivalency diploma and post high school vocational-technical education and 1 year of experience in drafting, surveying or related engineering field; or
- (C) Graduation from high school or possession of a high school equivalency diploma and 2 years of experience in drafting, surveying or related engineering field.

**DRIVER'S LICENSE REQUIREMENT-** Must possess and maintain a valid NYS Driver's License.

**Classification history:**

Adopted:

Revised: 3/20/2012