



# Senior Engineering Technician

Job Specification  
Classification: Competitive  
Series: Engineering Technician  
Level: 2 of 2

**DISTINGUISHING FEATURES OF THE CLASS:** This is the second level of the Engineering Support series and is responsible for performing all aspects of project specifications and designing to support the engineering department and development of City projects. Responsibilities may include surveying project sites to develop specifications and project layout; coordinating contract workers and vendors to complete projects; inspecting construction and materials; designing project sites using computer aided design; and reviewing plans to ensure they meet specifications. The incumbent does related work as required.

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

- Serves as a lead to staff to include assigning and monitoring work and providing direction.
- Assists in preparing plans and specifications for the construction of various projects utilizing drawing software; researches project design requirements; performs mathematical calculations.
- Reviews proposed design of assigned projects for new development/redevelopment. Verifies plans are drawn in accordance with applicable design standards and specifications. Monitors projects for conformance to applicable policies and procedures.
- Develops and prepares task and project schedules, scopes, specifications, and estimates for costs and quantity of materials; monitors interactions with vendors, including account set up and need for services.
- Provides customer service to the public, business owners, and/or contractors by responding to information related to assigned projects, construction problems, or compliance of project with established guidelines. Processes related paperwork and performs field checks as needed in conjunction with each request.
- Prepares and reviews a variety of forms, documents, and basic reports related to project status, changes, and permits or citations.
- Coordinates the implementation of various technologies and software within department; prepares training materials for staff as needed.

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

Knowledge of:

- Practices and procedures relating to assigned design and construction projects;
- Basic engineering, drafting, and estimating terminology, methods, practices, and techniques;
- Construction materials;
- Computers and related software applications;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Engineering plans, specifications, and drawings;
- Mathematical principles;
- Basic report writing and verification practices;
- Safety principles and practices.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (continued)

Ability to:

- Monitor work and provide direction;
- 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;
- Prepare a variety of forms, business correspondence, and reports;
- 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 a Bachelors' Degree or higher in engineering or closely related field; or
- (B) Associate's Degree in engineering or closely related field and two (2) years of experience in GIS, drafting, surveying or related engineering field; or
- (C) An equivalent combination of training and experience as defined by the limits of the above.

Licensing Requirements: Valid NYS driver's license.

**SPECIAL NECESSARY REQUIREMENT:**

None required.

**Classification history:**

Revised: 10/19/2004; 3/20/2012