



DATE	July 2016
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Engineering Technician
DEPARTMENT/DIVISION: Engineering
REPORTS TO: Civil Engineering Manager

SUMMARY: Responsible for performing technical work related to supporting engineering activities. Duties include: providing front-line customer service producing CADD drawings and maps; scanning, indexing and filing prints; and, maintaining databases. Work is performed with moderate supervision.

ESSENTIAL JOB FUNCTIONS:

- Produces and revises civil CADD/GIS drawings, including plats, utilities, roads, sidewalks, topographical maps, and/or other related items.
- Creates material listings for equipment required for new and revised utilities, road, and sidewalk construction projects. Scans as-built documents and keeps plan room as-builts up-to-date.
- Electronically disseminates files of plats and utilities to customers and/or consultants. Sends notifications to appropriate internal departments when construction plans have been received and reviewed. Disseminates reminders to customers, consultants, and internal staff of appointments and meetings.
- Prints film copies of plats, utilities, and as-builts for the public and for external consulting firms. Utilizes plotter to print CAD/GIS designs and make copies of applicable files.
- Prints and disseminates locator maps of utilities for customers.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of AutoCAD software;
- Introductory knowledge of photo manipulation software;
- Knowledge of standard engineering documents;
- Skilled in providing customer service;
- Attention to detail
- Skilled in operating a computer and related software applications;
- Skilled in maintaining databases;
- Skilled in operating modern office equipment;
- Skilled in preparing engineering drawings and maps;

- Skilled in maintaining file organization;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Completion of Auto-CAD coursework.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.