

ENGINEERING TECHNICIAN

JOB CODE: 9014
LOCATION: Tioga County Public Works Department
CLASSIFICATION: Competitive
SALARY: CSEA - Grade VII
ADOPTED: 4/03, 4/11, 12/18; Revised: 01/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for completing difficult sub-professional engineering through the skilled use of various software programs or systems (i.e. AUTOCAD, Arcview GIS). Duties include, but are not limited to, computation work, technical writing, design and detailing of engineering drawings, construction engineering, construction inspection, record keeping, and project estimating. An incumbent will interact with the public and be required to assist with various departmental functions as needed (i.e. snow removal). Detailed instructions are received from the Commissioner or Deputy Commissioner of Public Works, with wide leeway permitted for the exercise of independent judgment on the method of procedure. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Performs routine drafting duties such as drawing in grade lines established by an engineer and completing the plans by utilizing AUTOCAD;
- General surveying;
- Prepares bid packages and specifications;
- Maintains engineering files and roadway inventories;
- Places traffic counters and performs traffic surveys;
- Monitors and tracks department vehicles and equipment, part room inventory, and fixed assets inventory;
- Catalogs all county property and organizes county auction to dispose of surplus and obsolete property;
- Inspects details of routine construction projects to see that all work is done in conformity to the specifications governing the work and makes reports of such inspections;
- Prepares reports for the Commissioner and Deputy Commissioner of Public Works including cost estimates on planned or active projects;
- Receives and answers complaints and inquiries regarding Public Works operations;
- Maintains damage reports of highway inventory;
- Interacts with Federal and State emergency management agencies (FEMA, SEMO);
- Obtains permits for County projects through ACOE, NYSDEC, and NYSDOT;
- Assists with preparation of the department payroll.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and techniques of drafting and surveying; good knowledge of the principles of civil engineering; good knowledge of mathematics, including trigonometry; good knowledge of the procedures and instruments used in drafting including AUTOCAD software; ability to make accurate engineering drawings; ability to understand and follow oral and written directions; ability to perform routine inspections; ability to use computer software involving use of spreadsheets and databases; mechanical aptitude; accuracy; willingness to work outdoors under adverse weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS Either:

- a. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Civil Engineering or closely related field; **OR**

2. Engineering Technician

- b.** Graduation from high school or possession of a high school equivalency diploma supplemented by courses in geometry, trigonometry and drafting and two (2) years of full-time experience (or its part-time equivalent) in the field of surveying, drafting and/or construction; **OR**
- c.** An equivalent combination of training and experience as defined by the limits of a) and b) above.

SPECIAL REQUIREMENT: Possession of an appropriate class New York State driver's license at the time of appointment and throughout the duration of employment.