PURPOSE OF THE CLASSIFICATION: Under general supervision performs a variety of technical engineering and surveying work; and performs other related duties as assigned.

ESSENTIAL TASKS:

• Designs, drafts (using CADD), analyzes, and plans for Public Works projects in accordance with accepted standards and specifications
• Determines location, size, elevation, and grade of water and sanitary sewer lines
• Lays out improvements, including geometry
• Reviews and prepares as-built drawings of Public Works projects for computer file
• Writes and executes contracts
• Computes quantities of materials used in estimates and construction of Public Works projects
• Works with Legal Department on interpretation of legal descriptions for ownership and encroachments
• Requests and reviews surveys by utilities, consultants, and other City agencies for compliance with State of Oklahoma Minimum Standards for Surveys
• Operates various computer software, including word processing, database, Cogo, CADD, project planner and scheduler, and GIS
• Supervise data collection and data entry
• Negotiates and coordinates with utilities for location
• Enforces technical City ordinances
• Conducts field inspections, investigations, and evaluations of various projects
• Prepares preliminary cost estimates for proposed engineering projects
• Assists in preparation and report of capital budget
• Prepares project status reports
• Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

(a) Completion of 60 hours from an accredited college or university in the field of pre-engineering or other relate fields; and,
(b) Four (4) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:
• Comprehensive knowledge of the principles, practices, methods, and techniques of subprofessional engineering
• Considerable knowledge of mathematics required to perform engineering calculations
• Considerable knowledge of construction techniques
• Good knowledge of various related software packages
• Good knowledge of surveying
Ability to:
• Design Public Works projects
• Perform engineering calculations
• Interpret and enforce technical ordinances and regulations
• Courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:
   a) Possession of a valid class “D” Oklahoma Driver license
   b) Possession of a Certified Technician certificate by the National Institute for Certification of Engineering Technicians must be obtained; and/or
   c) Registration as a Land Surveyor Intern or Professional Land Surveyor licensed by the State of Oklahoma must be obtained; and/or
   d) Obtain an Oklahoma Local Technical Assistance Program (LTAP) Road Scholar Certificate; and
   e) An ODEQ Class D Water or Wastewater license within twenty-four (24) months of hire in some positions

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; may be exposed to traffic, confined spaces, temperature/weather extremes and climbing hazards; and requires travel to various City locations and shift changes for assigned duties.

EEO Code: N-03
Group: Engineering, Planning and Technical
Series: Subprofessional Engineering and Technical