

## **CLASS TITLE: ENGINEERING TECHNICIAN I**

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

### **ESSENTIAL TASKS:**

- Designs, drafts, analyzes, and plans for Public Works projects in accordance with accepted standards and specifications under supervision of an engineer
- Determines location, size, elevation, and grade of water and sanitary sewer lines
- Reviews plans and prepares preliminary cost estimates for proposed engineering projects
- Checks bid proposals from consultants and contractors for acceptability
- Prepares layout drawings, charts, and figures on computer plotter
- Prepares specifications for various equipment
- Writes legal descriptions of land parcels for easements and rights-of-way
- Conducts field inspections of new and existing locations and prepares preliminary as-built plans
- Prepares project status reports and various other routine reports
- Prepares final as-built drawings of Public Works projects
- Attends various training workshops
- 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: Graduation from an accredited college or university with an associate's degree in pre-engineering, and three (3) years of progressively responsible varied subprofessional engineering work experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices, methods, and techniques of subprofessional engineering; good knowledge of mathematics required to perform engineering calculations; good knowledge of construction techniques; some knowledge of surveying. Ability to design Public Works projects; ability to perform engineering calculations; and the ability to 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: Possession of a valid Oklahoma Class "D" Operator's License.

**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 for assigned duties.

**Class Code: 3523**

**EEO Code: N-03**

**Pay Code: AT-28**

**Group: Engineering, Planning and Technical**  
**Series: Subprofessional Engineering and Technical**

**Effective Date: December 1, 2000**