

CLASS TITLE: ENGINEERING TECHNICIAN II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs a variety of technical engineering and surveying work and other related duties that may be 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: Graduation from an accredited college or university with an associate's degree in pre-engineering, and four (4) years of progressively responsible and varied subprofessional engineering work experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: 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; ability to perform engineering calculations; ability to interpret and enforce technical ordinances and regulations; 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; possession of a Certified Technician certificate by the National Institute for Certification of Engineering Technicians must be obtained within twelve (12) months of hire in some positions; and/or registration as a Land Surveyor Intern or Professional Land Surveyor licensed by the State of Oklahoma must be obtained 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.

Class Code: 3524

EEO Code: N-03

Pay Code: AT-32

Group: Engineering, Planning and Technical

Series: Subprofessional Engineering and Technical

Effective Date: May 14, 2012