



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Engineering Technician

Department: Public Works/Engineering

Reports to: Senior Engineer

Pay Grade H11

Date Established: 3/2014

Date Revised: 7/2017

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Engineering Technician supports the operations of the City Engineering Department. This is a technical job to assist with engineering design and drafting for public works capital improvement projects. The job includes basic engineering design, technical mapping and drafting responsibilities including updating GIS records and maps, flood plain management by providing public information, assisting with land surveys, and conducting on-site inspections of City construction projects. The job also includes public contact in responding to inquiries for records, maps and other information regarding property boundaries.

The job requires knowledge of the methods, techniques, and objectives of construction project drafting, mapping and project management, as well as data collection and recording methods, techniques and practices. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes an office and field environment. The field environment may include exposure to adverse weather conditions and working in high traffic areas. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Supports the operations of the City Engineering Department by providing technical engineering assistance. Responds to public inquiries for records, maps, and information regarding property boundaries. Assists with engineering design and drafting for City public works capital improvement projects. Performs basic engineering design. Assists in upgrading and updating City GIS data, records, and maps. Produces maps for other city departments, as needed. Edits and assembles project specifications for public bid. Assists Department Land Surveyors with surveys and property boundary staking. Performs on-site inspections of City construction projects.

Answers inquiries and provides information to the public on flood plain management and elevations, boundary locations and descriptions, maps, and certificates.

May direct and train interns.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

Knowledge of:

- Federal, state, City, and other statutes, codes, and regulations governing flood plain designation, management, and development;
- GIS and other data collection and computer mapping and modeling systems;
- Methods, techniques, and objectives of construction project design, drafting, bid specifications and

- project management;
- Customer service methods and techniques;
- Data collection and recording methods, techniques, and objectives;
- Federal regulations and City policies regarding safe work practices;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Support the operations of the City Engineering Department, as directed;
- Answer inquiries and provide information to the public on flood plain management and elevations, boundary locations and descriptions, maps, and certificates;
- Respond to public inquiries for records, maps, and information regarding property boundaries;
- Assist with engineering design, specifications and drafting for City public works capital improvement projects;
- Assist Department Land Surveyors with surveys and property boundary staking;
- Assist in maintaining, upgrading, and updating City GIS data, records, and maps;
- Produce maps for the public and other City departments, as needed;
- Perform on-site inspections of City construction projects;
- Direct and assist in training interns;
- Operate a motor vehicle;
- Operate specialized land mapping and GIS equipment;
- Operate standard office equipment;
- Operate a personal computer and job-related software applications;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Associates Degree in GIS technology, civil engineering or a related field is preferred;
- One (1) to three (3) years in drafting or GIS mapping experience is preferred;
- Idaho driver's license required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites. The job requires hand/finger dexterity to keyboard or type, handle materials, manipulate tools, and reach with hands and arms. The job requires operation of job-related equipment and driving a vehicle. The employee must occasionally lift and/or move up to 30 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.