



Position title	Department	Reports to
Engineering Technician	Civil	Director of Civil Division
Employment status	FLSA status	Salary Range
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	\$26.35 - \$37.18

Position Summary

Under general supervision, to perform a variety of moderate to complex office and field technical engineering tasks related to drafting, construction plan review, surveying, inspecting, office research and assisting the public; and perform other duties as required.

Engineering Technician II is the second working level in the series. Incumbents perform moderate to complex technical engineering tasks related to the analysis of construction materials, development plans, specifications and contract administration and inspections. Some positions provide lead direction to subordinates and may have field project responsibility. This class is distinguished from the Engineering Technician III level in that the latter class typically performs more complex or specialized technical engineering assignments, such as project inspection and materials testing, and provides training and supervision to subordinate classes.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

1. Perform Computer Aided Drafting and Design (CADD) for Civil designs.
2. Research codes, applicable standards, regulations, and permitting requirements.
3. Develop and document Basis of Design.
4. Perform basic estimating for determination of construction costs.
5. Write specifications.
6. Write reports.
7. Perform field/site visits to document existing conditions.
8. Perform field/site visits during construction to review installed work and verify that contractor has met design intent.
9. Communicate and work closely with all AES staff, clients, and contractors.
10. Fulfill the duties of a Resident Project Representative when required.
11. Read and interpret blueprints, maps, change orders, improvement plans and construction specifications
12. Perform drafting work and assist in the preparation of designs, plans and reports.
13. Make accurate engineering calculations.
14. Make field engineering estimates, collect samples, measure or test quantities and materials, and make complex calculations.
15. Inspect construction projects and enforce compliance with plans, specifications, and laws.
16. Meet and consult with engineers, contractors, and others on difficult construction matters.



Supervisory Requirements

- May assist in training new staff (Engineering Tech I)

Minimum Qualifications (Knowledge, Skills, and Abilities)

Working knowledge of:

- The principles and practices of algebra, geometry, trigonometry, general science and scales of weight and measurements as applied to engineering computations and construction.
- Survey procedures, techniques and equipment.
- The physical properties of construction materials.
- The principles and techniques of drafting.
- The principles and techniques of testing construction materials and soils.
- The principles and techniques used in the inspection and construction of public works projects.
- Computer assisted applications used to produce automated record-keeping reports, service charge schedules or computer aided design is required of some positions.
- The principles and practices used in the construction and repair of roads, drainage and sewer facilities, and other public works projects.

Some knowledge of:

- Contract administration is required for some positions.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s)