

ENGINEERING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of beginning level technical engineering work and surveying. The incumbent assists an Engineer or other higher level employee by performing delegated tasks or independently performs tasks requiring a limited use of engineering theory and techniques. The incumbent works both indoors and outdoors and utilizes both manual and computerized methods and techniques. This position differs from that of an Engineer by virtue of the fact that an Engineering Technician performs only beginning level technical work and has limited independence of action. The work is performed under general supervision of the Director of Engineering. An Engineering Technician does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists the Director of Engineering or other project manager by meeting with consulting Engineers and contractors to gather information regarding construction projects and reporting back to the Director of Engineering or other project manager;
- Queries a computer database and retrieves data for use in engineering projects;
- Operates optical and satellite-based survey equipment, gathers survey information and creates maps or other documents;
- Inspects construction projects for conformance with specifications and the correct use of materials;
- Contacts a variety of public and private agencies or employees to obtain and relay information relative to construction and/or survey projects including building code information;
- Creates and maintains a variety of records and reports relative to the work;
- Operates a personal computer and utilizes a variety of software relative to the work performed including word processing, spreadsheet and database software;
- Performs a variety of physical activity including entering confined spaces, climbing ladders and using and carrying tools and materials such as shovels, picks and survey stakes;
- Utilizes a variety of standard office equipment including a fax machine and photocopier;
- Operates a vehicle in the performance of duties;
- May perform computer aided drafting work;
- May serve as the lead person in a survey crew;
- May have contacts with the general public and explain basic information relative to construction and/or survey projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of surveying practices, techniques, tasks, equipment and terminology; Working knowledge of modern engineering practices and techniques; Working knowledge of the common practices, tools, equipment, terminology and safety precautions associated with construction projects; Working knowledge of federal, state and local rules and regulations relative to construction projects; Skill in operating optical and satellite-based surveying instruments and equipment; Ability to operate optical and satellite-based surveying instruments and equipment; Ability to lead a survey crew; Ability to operate a personal computer

and utilize common office software programs including word processing, spreadsheets and databases; Ability to organize and maintain accurate records and files; Ability to analyze and organize data and prepare records and reports; Ability to understand and interpret complex oral instructions and/or written directions; Ability to establish and maintain effective working relationships with others; Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

A) Possession of an Associate's Degree in Engineering Technology or closely related field;

OR

B) Successful completion of coursework consisting of eighteen (18) semester credit hours in engineering or engineering technology; chemical, civil, mechanical, sanitary engineering technology; environmental technology; drafting; mathematics or science, and two (2) years' experience involving surveying, drafting, or the work of an engineering technician or drafter;

OR

C) Graduation from high school or possession of a high school equivalency diploma and three (3) years' experience involving survey, drafting, or the work of an engineering technician or drafter.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession and maintenance of a valid New York State driver's license appropriate to vehicles operated.

CATTARAUGUS COUNTY CIVIL SERVICE

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