



Job Title	Engineering Technician I	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	3	Job Code	13172

Class Specification – Engineering Technician I

Summary Statement:

The purpose of this position is to perform a variety of technical duties for Public Works; and to provide general technical support to higher level management or supervisory staff.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Engineering Technician series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Perform a variety of technical functions. Research and respond to customer inquiries from the general public, City staff, and outside agencies regarding Public Works issues. Ensure compliance with local, state, and federal codes and regulations. Maintain documentation. Assist in developing goals for the assigned section of Public Works. Maintain awareness of new developments in assigned field; incorporate new developments as appropriate into programs. Perform related duties and responsibilities as required.
20%	Provide technical support and remain current on new trends and developments related to duties. Perform complex duties for assigned division; research related information.
20%	Investigate and document problems for assigned division; enter, process, permit or inspect as part of duties; approve or reject permits according to policy; and train other staff in duties as needed.
20%	Perform computations or complex analysis using statistical, engineering, or methods;



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	and prepare charts, graphs, technical reports, or other documents for presentations as necessary and assigned. Investigates citizen complaints, researches, and responds to concerned groups; and files related documentation.
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Competencies Required:	
	Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
	Reading: Intermediate – Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
	Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
	Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:	
	Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
	Education: Completion of the twelfth grade (high school diploma or GED), supplemented by additional specialized training in engineering technology related to the area of assignment.



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Experience: This is an entry level position and prior experience is not required.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally



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Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2015