

**Title:** Engineering Tech II – Water  
**PG:** 45  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Various

**Class Code:** 302815  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is moderately skilled technical work in the assimilation, compilation, and specialized processing of utility statistics and technical data. The work involves the responsibility for performing microcomputer support and/or assisting engineers, or other professionals in performing a wide variety of complex statistical and mathematical tasks involving the use of computer input/output terminals, microfiche machines, calculators, survey equipment, and other technical devices. Work may involve supervision of lower-level employees. Work is performed under the general direction of an appropriate supervisor, and checked upon completion to insure quality, accuracy, and completeness.

### **ESSENTIAL FUNCTIONS:**

**The following examples do not necessarily identify duties performed by any single incumbent. The following is intended to be descriptive of the responsibilities of the classification.**

1. Assembles and compiles technical or business related data on many different forms or in special format for use and analysis by planners, engineers, other business professionals or management for internal and external use and for submittal to government agencies.
2. Enters data and statistics into processing devices using exacting procedures as designated by management, engineers, planners, and others; runs programs or executes complex procedures to obtain the necessary output in proper format.
3. Develops and maintains an efficient filing and records system.
4. Assists in preparing complex forecasts, studies, technical reports, legal descriptions, memorandums, letters, and related items.
5. Prepare cost estimates.
6. Ability to perform drafting using either AutoCAD or Microstation with proficiency in Microstation. **(Engineering)**
7. Develops and produces presentation graphics materials.
8. Calculates statistical averages, cumulative and rolling averages, statistical trends, rates of change, percentages, etc., and tabulates, plots, and formats the results.
9. Develops and administers minor technical projects.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs all other work as required.
2. May coordinate the work of lower level staff in order to complete projects in a timely manner.
3. May assist in operation and testing of water utilities equipment, performance of pollution controls testing, survey work, and other testing programs.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Knowledge of and complete familiarity with computer input/output terminals, microfiche machines, calculators, and other technical data processing devices.
2. Knowledge of word processing, computer aided design (CAD), spreadsheet, database, GIS and presentation software.
3. Knowledge of mathematics and statistics.
4. Knowledge of engineering theory, practices, standards and methods used in office and field engineering for design and construction of water and wastewater facilities.

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5. Knowledge of Lakeland's water utilities service territory, underground and plant construction standards, the Subdivision and Commercial Development standards, Department of Environmental Protection rules and procedures, and the Customer Service Information System.
6. Knowledge and understanding of the City of Lakeland Purchasing Policy.
7. Skill in performing a wide variety of tasks using various data handling machines and devices.
8. Ability to demonstrate advanced research skills.
9. Ability to establish and maintain effective working relationships with co-workers, developers, other City employees and the general public.
10. Ability to assist in administration of contracts including review plans, write clear and concise legal and technical descriptions, correspondence, reports and specifications of a minor nature.
11. Ability to research property ownership and encumbrances.
12. Ability to coordinate activities in relation to other utilities' and customers' need.
13. Ability to procure goods and services from various vendors.
14. Ability to use various portable measuring meters, survey equipment and perform engineering and surveying calculations. **(Engineering)**
15. Ability to perform surveying. **(Engineering)**
16. Ability to create moderately complex engineering drawings. **(Engineering)**
17. Ability to maintain accurate records, files, and reports.
18. Ability to understand, follow, and transmit complex oral and written instructions.
19. Ability to develop, implement, and administer technical projects, work order documents, performing difficult technical computations, make estimates, cost evaluations, and to compile statistical data without supervisory input.
20. Ability to communicate clearly and effectively with fellow employees and the general public by means of oral and written communications.

#### **WORKING ENVIRONMENT/CONDITIONS:**

Requires some manual labor work that involves walking or standing some of the time, exerting up to 50 pounds of force on a recurring basis, routine keyboard operations, operation of City vehicles. Work may include fieldwork as required at various job sites as well as to perform job duties in an office, water or wastewater plant, pump stations and pump houses, manholes and vaults, and outside environment exposed to the elements and traffic.

The job risks exposure to extreme noise levels, dusts, pollen, bright/dim light, extreme cold and or heat, wet or humid conditions, fumes, noxious odors, chemicals, sewage, confined spaces and heights.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

#### **QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Successful completion of sixty (60) hours of accredited college courses in a degree seeking program, including courses in mathematics, statistics and/or business. If applicant does not have sixty (60) hours of accredited college courses in a degree seeking program, they should have at least have thirty (30) hours of accredited college course work complete and the additional thirty (30) hours of accredited college course work will need to be completed within the first five (5) years of employment. Employee will need to complete at least six (6) hours of college course work each year until they have met this requirement. Employment with the Engineering Division requires that a class in trigonometry and a class in surveying must be taken during the five (5) year period if not previously taken.

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2. Two (2) years of related experience in CADD and field technical work. **(Engineering)**.
3. An equivalent combination of education and experience which is directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to attend meetings at locations other than primary work location.
4. May be required to pass and maintain quality for:
  - a. Respiratory Protection Physical.
  - b. Pulmonary Function.
  - c. Qualitative and Quantitative Fit Test(s).
5. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.