

Title: Engineering Tech I – Water
PG: 38
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Various

Class Code: 302715
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is entry level work that involves performing and/or assisting engineers and other professionals in engineering, statistical work, mathematical, contract and construction support, or various other water utilities business-related tasks. Work may also involve the use of personal computers including software applications, computer input/output terminals, microfiche machines, calculators, survey equipment and other technical devices. Work is performed under the 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 information is intended to be descriptive of the responsibilities of the classification

1. Enters data into processing devices using procedures designated by engineers, planners, and others; runs programs or executes procedures to obtain the necessary output in proper format.
2. Assists in preparing forecasts, studies, technical reports, legal descriptions, memos, letters, and related activities.
3. Utilizes various software applications to create presentations, collect data, calculate statistical averages, statistical trends, rates of change, percentages, and plotting technical data.
4. Prepare cost estimates.
5. Ability to perform drafting using either AutoCAD or Microstation. **(Engineering)**
6. Assembles and compiles technical or business-related data on many different forms or in special format for use and analysis by engineers or management for internal use, external use, and for submittal to government agencies.
7. Develops and maintains an efficient filing and records system.
8. Facilitates various teams throughout the organization as needed.
9. Compiles information related to team development, progress, implementation of approved recommendations, and conducts follow-up activities to insure effectiveness of changes.

ADDITIONAL RESPONSIBILITIES:

1. Performs all work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of and familiarity with personal computers including software applications, computer input/output terminals, microfiche machines, calculators, survey equipment and other technical devices.
2. Ability to prepare cost estimates.
3. Knowledge of basic drafting techniques.
4. Ability to perform drafting using either AutoCAD or Microstation. **(Engineering)**
5. Knowledge of team facilitation techniques, engineering, and surveying processes.
6. Knowledge of mathematics and statistics.
7. Knowledge of the procedures and techniques of utility statistic handling.
8. Ability to perform basic research.
9. Skill in performing a wide variety of tasks using various data handling machines and devices.
10. Ability to read, understand, and interpret plans, specifications, technical reports, and engineering drawings.
11. Ability to understand, follow, and transmit oral and written instructions.

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12. Ability to perform routine technical computations, make estimates, compile statistical information, and perform analysis.
13. Ability to interpret legal property descriptions or the ability to acquire such knowledge within a reasonable period of time.
14. Ability of being a self-starter, self-motivated, detail oriented, a team player and to be able to carry out assignments independently and with minimal supervision.
15. Ability to perform engineering drafting, assist in testing programs,
16. Ability to do cost estimates and cost evaluations against actual estimates.
17. Ability to maintain accurate records files and reports relating to surveying and engineering related activities.
18. Ability to manage multiple projects simultaneously and time in a proficient manner, while remaining flexible as needed.
19. Ability to procure goods and services from various vendors.
20. Ability to develop and maintain effective working relationships with supervisor, co-workers, consultants, other utilities, other City employees and the general public.
21. 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 thirty (30) hours of accredited college courses in a degree seeking program, including courses in mathematics, statistics and/or business. If applicant does not have thirty (30) hours of accredited college courses in a degree seeking program, they will be required to complete six (6) hours of college courses each year until they have fulfilled the thirty (30) hour requirement. Thirty (30) hour requirement will be obtained within the first five (5) years of employment. Experience related to this position may be substituted for some of the education requirement, but the applicant will be expected to complete thirty (30) hours of college courses within the first five (5) years of employment. 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.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. Must be able to attend meetings at locations other than primary work location.

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4. May be required to pass and maintain qualification 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.