

Title: Engineering Technician I -LE
PG: 40
Status: Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Electric

Class Code: 302720
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This entry-level technical position is responsible for performing and/or assisting engineers and other professionals in engineering and statistical work. May create transmission and distribution system drawings, redline utility removals, and update installations for the GIS system. Work may involve the use of personal computers including software applications, computer input/output terminals, calculators, and other technical data-processing devices. Work is performed under the general direction of an appropriate supervisor, and checked upon completion to insure quality, accuracy, and completeness.

ESSENTIAL FUNCTIONS:

1. Enters data and statistics into processing devices using exacting procedures as designated by management, engineers, planners, and others; runs programs, reports, or executes established procedures to obtain the necessary output in proper format.
2. Maintains an efficient database filing and records system.
3. May assist in preparing complex forecasts, studies, technical reports, permit drawings, legal descriptions, memorandums, letters, and related items.
4. May utilize various software applications to create presentations, collect data, and calculate statistical averages and trends, rates of change, percentages, and plotting technical data.
5. 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/external use and for submittal to government agencies.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

SUPERVISORY RESPONSIBILITIES:

No supervisory responsibility.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of and familiarity with personal computers including software applications, computer input/output terminals, calculators, and other technical data processing devices.
2. Knowledge of engineering, and surveying processes.
3. Knowledge of mathematics and statistics.
4. Knowledge of the procedures and techniques of utility statistic handling.
5. Skill in performing a wide variety of tasks using various data handling machines and devices.
6. Ability to read, understands, and interprets plans, specifications, technical reports, and engineering drawings.
7. Ability to understand, follows, and transmits oral and written instructions.
8. Ability to perform routine technical computation, make estimates, compiles statistical information, and performs analyses.
9. 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.
10. Ability to perform engineering drafting, assist in testing programs, and operation of power plant equipment.
11. Ability to do cost estimates and cost evaluations against actual estimates.
12. Ability to maintain accurate records, files, and reports relating to surveying and engineering related activities.
13. Ability to manage multiple projects simultaneously and in a proficient manner, while remaining flexible as needed.

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14. Ability to develop and maintain effective working relationships with supervisor, co-workers, consultants, other utilities, other City employees, and the general public.
15. Ability/willingness to perform work safely and to report unsafe practices/situations to the appropriate supervisor.
16. Ability/willingness to perform work to support the vision, mission, values and goals of the department.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary and active work that involves walking or standing some of the time, exerting up to 30 pounds of force on a recurring basis and routine keyboard operations, operation of City general purpose vehicles (automobile or pick up truck), some job duties may be performed in an office environment while other duties may require field work at various outdoor job sites.

The job risks exposure on rare occasions to electrical or mechanical or chemical hazardous conditions, and occasional exposure to extreme noise levels, dusts pollen, bright or dim lights, extreme cold or heat, wet or humid conditions, fumes, noxious odors, and heights.

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

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. One (1) year of experience in mathematical, technical, or in related electric utility work.
2. Successful completion of a minimum of six (6) semester hours of college level mathematics courses. Examples would include trigonometry, analytic geometry, calculus, statistics, etc.
3. Must be able to complete six (6) semester hours of college courses each year within the first five (5) years of employment. Course work must be in an accredited college, in an Associate of Arts in Business or Engineering, or an Associate of Science or Bachelor of Science degree-seeking program, including courses in mathematics and sciences.
4. An equivalent combination of education and experience which is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must maintain City driving privileges/valid Florida driver's license.
2. Must maintain a valid contact phone number.
3. May be required to attend meetings and visit job sites at locations other than primary work location.
4. Must be able to work "call out" as necessary to provide operational effectiveness.
5. May be required to pass and maintain qualification for:
 - a) Respiratory Protection Physical
 - b) Pulmonary Function
 - c) Qualitative and Quantitative Fit Test(s)
6. 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.