

CSC Adopted: October 2001, CSC Revised: August 2014

**Class Title: Engineering Technician III**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Produces survey drawings and documents through the gathering, computation and analysis of land records. Assists the public with record research, retrieval, printing, and acquisition of survey related documents and drawings. Performs file management.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Prepares surveys and subdivision plats by using computer aided design systems, identifying project requirements, researching land records such as deeds, wills, plats, field notes, analyzing and interpreting research material in conjunction with field data, calculating data for verification, drafting preparation of drawings.
2	L	Prepares survey documents by compiling information, identifying project requirements, gathering, interpreting and condensing field information, researching existing plats, deeds and various record information and documents such as ordinances, legal descriptions of properties and other survey documents.
3	S	Provides assistance with survey data computations by using advanced mathematic geography.
4	S	Provides assistance and administration by aiding the public in record research, retrieving and printing survey documents and drawings, storing, retrieving and maintaining digital and hard copy files, assessing and establishing a new filing system.

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**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years' experience in drafting, GIS, sub-professional engineering, or a directly related field.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment.
Reading	Work requires the ability to read legal documents, computer software manuals, and general correspondence.
Math	Work requires advanced mathematics skills such as survey coordinate geometry analysis, trigonometry, geometry, and proportioning.
Writing	Work requires the ability to write general correspondence, reports, and legal documents such as wills, deeds, and ordinances.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At filing cabinets
Sitting	F	Computer, desk work, drafting
Walking	F	To/from offices
Lifting	R	Moving equipment and supplies
Carrying	R	Moving equipment and supplies
Pushing/Pulling	R	Moving equipment and supplies
Reaching	F	Retrieving files, operating computer
Handling	F	Operating project workstation
Fine Dexterity	C	Computer keyboard, drawing / drafting
Kneeling	N	
Crouching	O	Retrieving files
Crawling	N	
Bending	F	Retrieving files
Twisting	R	To/from computer to desk
Climbing	O	Stairs, ladders, step stools
Balancing	R	On stairs, ladders, or step stools
Vision	C	Computer monitor, reading, writing, drafting
Hearing	C	Communicating with personnel, general public, on telephone
Talking	F	Communicating with personnel, general public, on telephone
Foot Controls	N	
Other (specify)	N	

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**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Hand drafting equipment such as scales, triangles, calculators, and light table, computer, standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)