

CITY OF GLENDALE

TITLE:	Engineering Technician I	CLASS CODE:	735
REPORTS TO:	Engineering and Design Supervisor	GRADE:	20
DEPARTMENT:	Engineering	FLSA:	N
JOB SPECIFICATION DATE: September 25, 2006 kad			

JOB SUMMARY

Performs civil engineering drafting, design, mapping and records, or basic survey work.

ESSENTIAL FUNCTIONS

Design Section

1. Prepares construction drawings, plan-profile sheets, construction detail sheets, and cover sheets.
2. Operates computer-aided design and drafting systems and drafting tools in the preparation of engineering drawings.
3. Prepares right of way, easement, and property drawings.
4. Prepares as-built drawings from construction record drawings.
5. Drafts topography from field survey notes; locates property from interpreting legal descriptions.
6. Prepares diagrams, charts, and graphs for department presentations to Council, city management, and the public.
7. Computes quantity take-offs; calculates areas and volumes for projects.
8. Orders and inventories supplies for department.
9. Coordinates and maintains engineering library.

Mapping and Records Section

10. Creates and maintains quarter section maps containing streets, property, right of way, and utility information.
11. Directs and participates in the production, review, maintenance, storage, and retrieval of as-built drawings.
12. Answers customer's inquiries relating to utility locations, as-built drawings, aerial photos, right of way and property lines, legal descriptions, quarter section maps, and other general city map information.
13. Designs and creates maps for special events, projects, and presentations.

Survey Section

14. Performs a full range of rod person and chain person tasks and duties in the field.
15. Assists in the collection of data for land and property surveys, design or topographic surveys, and construction surveys for public works projects.
16. Assists in the preparation and verification of mathematical calculations.
17. Places traffic control devices.
18. Inventories survey supplies; cleans survey equipment.

SECONDARY FUNCTIONS

19. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Civil engineering drafting, mapping, or surveying principles and practices relative to the area of assignment
Computer assisted drawing systems such as AutoCAD
Computer assisted art and drawing techniques

Ability to:

Prepare civil engineering drawings, utilizing the methods, techniques, and instruments of drafting
Read and understand legal descriptions and construction drawings
Accurately perform algebraic calculations related to the reduction of field survey notes and to prepare quantity take-offs
Establish and maintain effective working relationships with developers, contractors, and the general public
Communicate effectively verbally and in writing

WORKING CONDITIONS

Design and Mapping and Records Sections

Office setting.

Survey Section

Works primarily in the field requiring safety precautions in traffic areas and construction zones.

MINIMUM QUALIFICATIONS

Two years of college course work in engineering, technical computer-assisted drafting, land surveying, or a related field, and two years of engineering technician and drafting work including experience working with computer aided drafting.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license