

ENGINEERING TECHNICIAN (CIVIL)

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, works as a general assistant in the planning, designing, maintenance, and inspection of municipal projects. Supervision is not a usual responsibility of this class. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Utilizes a computer-aided design drafting system to prepare contract plans;

Prepares and assists in the preparation of cost estimates of materials;

Drafts and assists in the drafting of technical specifications;

Gathers information and data from field investigations and file research that will be incorporated in public contracts related to construction maintenance and repair projects;

Inspects and assists in the inspection of civil engineering construction maintenance, repair and reconstruction projects;

Maintains routine records;

May act as a member of a survey team;

Gathers information for progress reports on construction projects;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of surveying practices and basic theory; knowledge of modern methods, techniques, and machinery used in highway construction; familiarity with the practices of specification writing; familiarity with construction estimating; ability to draft; ability to write and speak effectively; ability to follow oral and written instructions; ability to effectively use computer applications such as computer-aided design drafting system; spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, and understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of high school or equivalency diploma and either: (a) completion of a two year course* in civil technology or a related curriculum at a recognized post-high school, trade or technical school; or (b) two years work experience where the primary function of the position was working with civil technology projects; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* in Civil Engineering may be substituted for each year of the required experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum qualifications as stated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Competitive
DBB7

Job Class Code: C0461
Job Group: VI