



Engineering Technician 1

Category: Classified
Pay Grade: C17
Job Code: 16730

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs technical field and office work supporting a variety of public works or utilities programs and activities; meets and works with engineers, contractors, citizens, and other agencies to research, provide information, and resolve complaints/issues on engineering specifications, traffic engineering/traffic control system operations, public works projects, and County regulations; supervises other technical or clerical office support personnel.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides technical information to engineers, consultants, citizens, or public groups on regulations and procedures to be followed to initiate or develop special programs;
- Works closely with professional staff to develop technical plans or coordinate progress of construction projects using automated information systems;
- Monitors the closed-circuit television (CCTV) camera, Dynamic Message Signs (DMS), and vehicle detection equipment to detect/confirm events or malfunctions and determines appropriate response/action;
- Maintains schedules of County projects, reviews project progress against scheduling, and monitors completion of projects against projections;
- Reviews, coordinates, and processes various documentations, deeds, site reviews, and requests and prepares special projects as required;
- Reviews new residential and commercial construction plans for FEMA compliance;
- Takes incoming phone calls, radio dispatch, and data inputs work order and trouble call information into centralized database program;
- Perform job function in accordance with the established Traffic Control Center Standard Operating Procedures;
- Analyzes departmental information systems, records, reports, and correspondence and recommends improvements to operational procedures;
- Maintains quality control of daily comprehensive records of work orders, scheduled completion dates, work progress, and delays and adjusts dates to reflect status;
- Receives inquiries and resolves complaints from citizens and other departments regarding such issues as signal timing, hazardous conditions, and traffic control;
- Handles and disseminates all incoming phone calls;
- May supervise other technicians or clerical personnel on a permanently assigned or project basis;
- May perform information processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, information terminal operations, and programming/reprogramming;
- May perform complex title searches and abstracts property ownership and descriptions for correct title chain;
- Coordinates the activities of volunteer personnel as needed within the section or department;
- Maintains various school traffic safety aspects;
- Assists with grant applications;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school graduate and two (2) years of general technical experience involving skills in map reading, data entry, reading and understanding legal descriptions, and reading and understanding engineering plans; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate to possess prior job tenure and experience from within the same unit or assignments in the same line of work.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of civil engineering terminology, principles, techniques, and math;
- Knowledge of subdivision development requirements including street lighting, road improvements, storm drainage, and private and public utility systems;
- Knowledge of County arterial road network and map reading ability;
- Knowledge of standard practices, materials, tools, and equipment used in the Traffic Control Systems and Traffic Management Centers;
- Knowledge of legal aspects for determining correct property title, acquiring rights of way and easements, and the financial implications of such acquisitions;
- Knowledge of complex automated records information systems used to schedule and monitor the progress of public works and utility projects.
- Skill in performing mathematical problems with speed and accuracy;
- Skill in presenting technical information and analysis through oral presentation or precise writing skills.
- Ability to work with minimum supervision under broad guidelines and obtain, analyze, summarize, and maintain technical engineering data and records;
- Ability to read and interpret basic civil engineering plans, maps, aerials, and survey symbols;
- Ability to identify, analyze, and solve technical and administrative problems;
- Ability to communicate effectively with the general public, contractors, consultants, and staff personnel;
- Ability to use small office equipment, computers, and highly technical computer applications;
- Ability to use or repair small and medium equipment and machinery.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.

- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.