

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Engineering Technician I	Job Code: 2401
Date: August 2, 2016	EEO Code: TE
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is skilled entry-level technical engineering support work in a specialized engineering field.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to a designated supervisor and perform all duties under close direction. Incumbents at this level assist professional engineers on basic to mildly complex projects in a specialized field such as traffic, GIS, surveying, water disciplines, or other approved areas. This class is distinguished from higher level engineering technicians by the need for close supervision and lower complexity of tasks. *Note: Employees of this class are eligible for advancement to the next level in this career series as directed by policy.*

ESSENTIAL DUTIES: Assist professional engineers and higher level technicians by applying principles, techniques, and methods of science, engineering, and mathematics to basic or mildly complex projects in a specialized area such as traffic, GIS, surveying, or water disciplines; assist in preparing designs for engineering projects in accordance with general engineering principles and Provo City standards; assist with engineering projects by performing a variety of technical activities related to project research, feasibility, design, concept and scoping, environmental impact, schedules, and safety; prepare or revise standard drawings; make needed calculations and final details to be used by engineers, higher level technicians, and/or consultants and advise them of any technical problems; gather, identify, and/or store samples of materials to be tested on-site or forwarded to a lab for testing; analyze and test samples and interpret results; may review survey data.

Assist with analyzing, interpreting, summarizing, and reporting on routine engineering data for a specialized field; draft correspondence, reports, documents, and other written materials; assist the public and others in completing needed forms, applications, and other project paperwork; process technical documents and examine them to verify applicability, legibility, completeness, accuracy, and consistency; receive, research, and respond to questions and complaints about engineering projects or processes; assist in the development and communication of policy, procedures, and regulations; participate in public hearings concerning engineering issues, rules, regulations, and compliance standards; may make presentations to a variety of groups; other tasks as assigned.

MINIMUM REQUIREMENTS: Associate degree in engineering, drafting, design technology, or a related field; and one (1) year of job-related experience; OR an equivalent combination of job-related education and/or experience [substituting each one year of post-secondary education/training for six months of experience].

License(s). A valid, lawful driver's license is required.


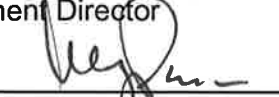
SELECTION FACTORS: *Knowledge of:* principles, theories, and practices of engineering, mapping and surveying, construction, environmental impact and remediation, and water resource management; related laws, codes, rules and regulations governing functions of the position; policies and procedures established for the work system; operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. *Skill in:* performing duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow

workers, contractors, and the general public; using logic to analyze situations to identify key issues and design solutions; written and verbal communication; identifying and applying new ideas and methodologies to increase efficiency; using computers for basic word processing and spreadsheets and engineering specific software programs; designing, evaluating, and creating engineering plans and specifications. **Ability to:** perform work with speed and accuracy and exercise independent judgement; read and interpret maps, plats, charts, plans, blueprints, and/or electrical schematics; estimate sizes, distances, quantities to determine project timeframes, materials, and costs; prepare clear, concise, accurate, and informative reports; may use surveying techniques to identify distances, elevations, and/or property boundaries; evaluate programs, processes, and procedures and recommends changes to increase efficiency; maintain effective working relationships with the public, coworkers, and others; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer terminal, basic office machines/equipment, motorized vehicle, basic software and word processing programs, sophisticated software and online programs specific to engineering design, development, and review, engineering related field equipment for specialized areas.

PHYSICAL DEMANDS: Position requires physical strength and agility to perform the work, including regularly lifting up to 50 pounds, crawling, bending, reaching, pulling, pushing, loading heavy items, assuming uncomfortable positions, and sitting at a computer for extended periods of time maintaining concentrated attention to detail.

ENVIRONMENTAL FACTORS: Work location is both inside and outside. Work inside has little or no occupational hazards. Work outside includes exposure to construction sites and requires precaution around operating machines, hazardous chemicals, and so forth. Position includes exposure to high stress situations, including contact with the public or others in confrontational or emotionally charged circumstances.

 Department Director	8/1/16 Date
 Mayor/Chief Administrative Officer	8/2/16 Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.