

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Engineering Technician IV	Job Code: 2404
Date: August 2, 2016	EEO Code: TE
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is advanced and highly skilled technical engineering and project management work in a specialized engineering field.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to a designated supervisor and perform all duties under general direction. Incumbents at this level have received significant training and assist professional engineers on highly complex projects in at least one specialized field such as traffic, GIS, surveying, water disciplines, or other approved areas. This class is distinguished from other levels by its high level of technical knowledge, proficiency, expertise, direct project management, and potential for supervisory responsibility.

ESSENTIAL DUTIES: Assist professional engineers by applying principles, techniques, and methods of science, engineering, and mathematics to very complex projects in a specialized area such as traffic, GIS, surveying, or water disciplines; prepare designs for engineering projects in accordance with general engineering principles and Provo City standards; assist in the overall development and planning of engineering projects by performing a variety of technical activities related to project research, feasibility, design, modeling, materials, concept and scoping, environmental impact, schedules, and safety; prepare or revise standard drawings; make needed calculations and final details to be used by engineers and/or consultants and advise them of any technical problems; perform right-of-way acquisitions; and review survey data.

Perform project manager duties: monitor and comply with bidding procedures for external projects; prepare plans and specifications for both internal and external projects; schedule project activities; calculate pricing and amount of payments to be made to contractors; prepare reports of completed work and project status; conduct field inspections to ensure work is completed in accordance with established parameters; approve or reject contractor work product; may perform field samples; function as liaison between division and department staff and outside parties on project status; meet with the general public or project consultants to evaluate and resolve engineering related problems; negotiate changes to plans as needed; plan and conduct meetings.

Assist in the development and communication of policy, procedures, regulations, and program ideas; facilitate and lead work groups and teams; may train, coach, and/or supervise lower level technicians; act as a resource to team members on more complex issues; schedule and/or participate in public hearings concerning engineering issues, rules, regulations, and compliance standards; make presentations to a variety of groups; may assist with traffic evaluations and with coordinating existing signal and signing systems; other tasks as assigned.

MINIMUM REQUIREMENTS: Associate degree in engineering, drafting, design technology, or a related field; and six (6) years of experience performing professional engineering technician level duties; OR an equivalent combination of job-related education/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:* direct workflow of assigned personnel; perform work with speed and accuracy and exercise independent judgement; read and interpret maps, plats, charts, plans, blueprints, and/or electrical schematics; oversee multiple aspects of project management including organizing assigned work and developing effective work methods; estimate sizes, distances, quantities to determine project timeframes, materials, and costs; facilitate and lead meetings; 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.

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

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PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Engineering Technician III	Job Code: 2403
Date: August 2, 2016	EEO Code: TE
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is advanced and highly skilled technical engineering work in a specialized engineering field.

CLASSIFICATION STANDARDS: Positions allocated to this class are responsible to a designated supervisor and perform all duties under general direction. Incumbents at this level have received significant training and assist professional engineers on complex projects in at least one specialized field such as traffic, GIS, surveying, water disciplines, or other approved areas. This class is distinguished from a Senior Engineering Technician by its lack of full project manager responsibilities. *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 by applying principles, techniques, and methods of science, engineering, and mathematics to complex projects in a specialized area such as traffic, GIS, surveying, or water disciplines; prepare designs for engineering projects in accordance with general engineering principles and Provo City standards; assist in the overall development and planning of engineering projects by performing a variety of technical activities related to project research, feasibility, design, modeling, materials, concept and scoping, environmental impact, schedules, and safety; prepare or revise standard drawings; make needed calculations and final details to be used by engineers 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; assist with right-of-way acquisitions; and review survey data.

Analyze, interpret, summarize, and report on 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, regulations, and program ideas; participate in public hearings concerning engineering issues, rules, regulations, and compliance standards; make presentations to a variety of groups; may assist with traffic evaluations and with coordinating existing signal and signing systems.

Under general supervision, may assist with some project manager duties on internal CIP assignments; may assist with preparing project plans, scheduling activities, preparing status reports, conducting field inspections to ensure work is completed in accordance with established parameters, and making recommendations on improvements; other tasks as assigned.

MINIMUM REQUIREMENTS: Associate degree in engineering, drafting, design technology, or a related field; and five (5) years of experience performing professional engineering technician level duties; OR an equivalent combination of job-related education/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:* direct workflow of assigned personnel; 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; facilitate and lead meetings; 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

8/1/14

 Date



 Mayor/Chief Administrative Officer

8/2/14

 Date

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PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Engineering Technician II	Job Code: 2402
Date: August 2, 2016	EEO Code: TE
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: DEFINITION: This is highly skilled mid-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 to general direction. Incumbents at this level assist professional engineers on basic to moderately 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 closer 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 moderately complex projects in a specialized area such as traffic, GIS, surveying, or water disciplines; prepare 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.

Analyze, interpret, summarize, and report 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 three (3) years of experience performing professional engineering technician level duties; OR an equivalent combination of job-related education/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.


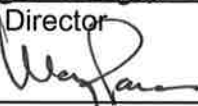
SELECTION FACTORS: *Knowledge of:* principles, theories, and practices of engineering, mapping and surveying, construction, environmental impact and remediation, and water resource management; related laws, codes, rules and regulations governing functions of the position; policies and procedures established 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; facilitate and lead meetings; 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.

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

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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: 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.


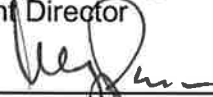
SELECTION FACTORS: *Knowledge of:* principles, theories, and practices of engineering, mapping and surveying, construction, environmental impact and remediation, and water resource management; related laws, codes, rules and regulations governing functions of the position; policies and procedures established 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.

	8/1/16
Department Director	Date
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