

Job Description:	<b>ENGINEERING TECHNICIAN</b>	Job Number <b>115</b>
FLSA Status:	Non-Exempt / Classified	Revised: 11-2000
Reports to:	Assistant City Engineer and/or City Engineer	Revised: 11-19-2009 Revised: 07-18-2013 Revised: 11-07-2022

**FUNCTION OF JOB**

Assists Engineering Department supervisors in implementing field and office functions required by the City.

Performs sub-professional engineering task to include surveying, Computer Aided Design (CAD) drafting, construction inspection and related calculation, assists citizens.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

1. Supervises and helps in the maintenance and monitoring of surveying, field equipment and office equipment.
2. Party Chief on survey crew.
3. Assist Citizens making inquiries.
4. Locates sanitary sewers, storm sewer, waterlines and right-of-way in the office and in the field.
5. Oversees construction projects to insure they meet City requirements. Keeps written notes of construction progress and reviews pay estimates for quantities.
6. Produces Engineering drawings and makes modifications to drawings using CAD or GIS hand methods as required.
7. Transfers electronic survey data into computer drawing format.
8. Uses mathematical knowledge to perform engineering calculation and functions.
9. Assists and directs the Service Department staff along with student and summer staff in the performance of job functions.
10. Manages integration of utility data with spatial layers and takes responsibility to ensure accuracy of all data entry.
11. Responsible for quality control processes on CAD and GIS and attribute information.
12. Serves as a liaison between various City departments for mapping needs.

13. Responsible for maintaining, updating and developing information attributes and spatial layers.
14. Communicates construction details to City Engineering office in order to develop as-built drawings of projects.
15. Performs clerical duties as directed.
16. Performs related tasks as required.
17. Work safely without presenting a direct threat to self or others and to have knowledge of and compliance with OSHA regulations connected with job responsibilities.
18. Respond to customer inquiries including internal and external customers.

### **SUPERVISION RECEIVED AND GIVEN**

Performs duties, as required, with instruction from Assistant City Engineer and/or City Engineer. Supervises Service Department staff along with student and summer staff as necessary.

### **MINIMUM ACCEPTABLE QUALIFICATIONS**

High School graduate or GED.

Strong knowledge of mathematics and its application.

Working knowledge of CAD and/or GIS drafting.

Knowledge of surveying and the use of surveying instruments.

Proficient in Microsoft Excel, Word and PowerPoint or approved equal.

Ability to read and interpret engineering and architectural drawings.

Good physical condition and ability to work outside for extended periods of time under adverse conditions.

Ability to lift and carry 45 lbs.

Good visual acuity.

Ability to supervise.

Possess a valid Ohio Driver's License.

**ADDITIONAL DESIRABLE QUALIFICATIONS**

College courses in civil engineering, surveying, AutoCAD, Geographic Information Systems (GIS).

Licensed in the State of Ohio as a Professional Surveyor or Professional Engineer.

Three years' experience in public works, planning/design and construction.

Graduate degree in civil engineering, surveying, GIS or construction management.

**Candidates should submit their cover letter and resume on or before November 24, 2022 to [djohnson@mountvernonohio.org](mailto:djohnson@mountvernonohio.org) and [engineer@mountvernonohio.org](mailto:engineer@mountvernonohio.org)**