

POSITION TITLE: ENGINEERING TECHNICIAN
DEPARTMENT: PUBLIC WORKS
DIVISION: ENGINEERING

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

City Engineer

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

None

DIRECT: 0

INDIRECT: 0

POSITION FUNCTION

This position is responsible for effectively compiling, analyzing and comprehending Civil Engineering information to create accurate, usable construction drawings; to assist contractors, City personnel and the public in utility locations and/or problems.

JOB RESPONSIBILITIES

- Draws construction plans and blueprints
- Designs construction projects
- Assists contractors with utility locations/problems
- Assists general public with utility locations/problems
- Assists the City Engineer
- Files plans
- Assists survey crews with construction/survey layouts
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

| REQUIRED SKILL SETS | |
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| <p><i>Occupational/Technical Skills</i></p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software (Auto CAD and Traffic Count)</p> <p>Ability to interpret blueprints</p> <p>Knowledge of construction procedures, standards and layouts.</p> <p>Must maintain a valid driver's license and have the ability to drive</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p><i>Cognitive Skills</i></p> <p>Ability to interpret a variety of technical information with abstract and/or concrete variables</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Ability to interpret a variety of instructions in written, oral, diagram or schedule form</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions, and procedure manuals</p> <p>Ability to interpret professional periodicals and journals, technical procedures, and government regulations</p> <p>Ability to perform engineering calculations</p> <p>Ability to draw accurate conclusions from financial and numerical</p> | <p>material</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to create and readily draw on a large pool of diverse sources of information</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><i>Communications Skills</i></p> <p>Ability to speak effectively one-to-one</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions</p> <p><i>Leadership Skills</i></p> <p>Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently</p> |

| DESCRIPTION OF WORKING CONDITIONS |
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| <p>Work is typically performed in an office setting and requires irregular activity schedules and moderate contact with City citizens and the general public.</p> |

| EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS |
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| <p>Two-year college certificate or equivalent; one to three years of relevant experience; must maintain a valid driver's license; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p> |

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.