



ENGINEERING TECHNICIAN 1

Department: Planning and Public Works
Job Class #: 909100
Pay Range: Engineering/Technical 02

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is entry level work which involves a wide range of duties providing technical support for field and office engineering. Assignments involve routine aspects of one or more of the following areas: drafting, surveying, traffic operations, development review, construction inspection, materials inspections, data entry or other related technical support work. While assignments may be received in specific or general terms, an employee is expected to exercise initiative and judgment in carrying out recurring assignments according to established standards, policies and procedures. Work assignments are closely reviewed while in progress or upon completion by an employee of a higher class.

ESSENTIAL FUNCTIONS:

- Maintains and updates computer and paper files; inputs and retrieves computerized information using word processing or spreadsheet applications.
- Provides routine and standardized information regarding policies and procedures to the public in person or on the telephone.
- Performs basic drafting or tracing in the preparation of various plans.
- Makes basic mathematical calculations to determine costs or amounts, or checks the calculations of others. Proofreads construction contract provisions and compares to original information.
- Inspects an elementary phase or phases of simple construction projects, takes vertical and horizontal measurements; makes drawings or sketches of installed appurtenances.
- Locates and compiles data for use in engineering projects or reports.
- Locates property on appropriate maps, or construction plans; interprets notations on maps or atlases.
- Retrieves parcel maps, information and descriptions to determine property ownership and county road right of way.
- Performs multiple functions on a survey crew such as: gives backsights and sets hubs and stakes for grading; writes up stakes while running line; slope staking or setting points of control; takes basic measurements.
- Reviews proposed access locations and determines construction feasibility.
- Controls traffic by flagging vehicles and by placing cones and signs.
- Takes basic measurements of material quantities to verify amounts ordered and received; takes tickets to verify materials received; compiles daily or project totals.
- Keeps daily records of activities.

OTHER JOB FUNCTIONS

- Determines overdue financial guarantees; verifies reason and delinquency of overdue bond by researching project file and by inspecting site; initiates collection process.
- Communicates in writing, or by telephone, with developer and financial institutions regarding status of development bond.
- Issues permits and processes various Sanitary Sewer System applications based on engineers' calculations; determines fees for permits according to standardized charges.
- Plots data on drafting media; corrects changes in plans by erasing lines and inking in corrections.
- Clears brush and small trees using hand tools or power chainsaws, carries equipment.

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- Manually counts traffic and researches accident statistics.
- Collects representative samples of materials and conducts basic or routine materials tests and records results.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Office practices and procedures.
- Basic mathematics, and ability to use a calculator.

Ability to:

- File alphabetically, numerically or by other predetermined classifications.
- Make simple drawings and copy or trace from completed survey drawings; ability to perform basic civil engineering drafting.
- Read and understand various types of maps, prints and plans and to understand engineering drawings.
- Enter and retrieve computerized data.
- Understand and follow oral and written instructions.
- Understand and adapt to work standards and codes applicable to the job.
- Establish and maintain effective working relationships with fellow employees and the general public; ability to maintain a courteous attitude even in stressful and unpleasant situations.
- Work outdoors for extended periods of time under all types of weather conditions.
- Bend, stoop, reach, climb, and walk on uneven terrain.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

MINIMUM REQUIREMENTS TO APPLY: High school graduation or equivalent and one year of engineering-related experience. Additional technical training or education may substitute equally for the position requirements. Satisfactory physical condition, as evidenced by a County approved physical examination may be required prior to appointment to the position.