

CITY OF CHATTANOOGA

Classification Specification Title: Engineering Technician

Department: Public Works

Pay Grade: GS.08

Supervision Received From: Project Eng. & Eng. Mgr

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/00

Revision Dates: 4/2/25;

10/20/23; 5/1/12

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for creating civil engineering design drawings, coordinating construction project documents and assisting with final inspection and acceptance of all civil engineering projects. Work is performed under constant design supervision.

SERIES LEVEL: Engineering Technician is a stand-alone classification responsible for providing technical engineering support activities.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Performs technical engineering tasks while assisting the Civil Engineers in conceptualizing, minor designing, estimating and assisting in a variety of civil engineering projects under the supervision of a Staff Engineer II or higher (i.e. – Senior Staff). Such tasks include utilizing computer-aided design (CAD) software in design activities; preparing final design drawings, conceptual designs, preliminary layouts, erosion control plans and contract documents; conducting final walkthroughs of projects; developing punch lists; assisting with final inspections and acceptance of civil engineering projects; estimating project quantities; coordinating construction activities and serving as a liaison for construction projects; assisting in resolving construction-related problems; attending construction progress meetings; interpreting designs for contractors and inspectors and performing other related activities as directed by the Senior Staff.

Performs surveying activities to assist the Surveyor. Such tasks include collecting survey data; assisting in field design of drainage projects; operating a variety of tools and equipment applicable to the trade including total station, field-to-finish data collection unit and automatic compensated level and performing other related activities.

Provides support and communicates with supervisor, management staff, other employees and engineers as needed.

Provides support as directed on applicable activities with a variety of internal departments, City officials, external agencies, property owners, the general public and/or other interested parties.

Provides support as directed in/on a variety of meetings, workgroups and/or other related groups in order to receive and convey information.

Conducts research on a variety of new products and materials utilized in construction projects.

Prepares, completes and maintains a variety of forms, reports, correspondence, civil engineering design drawings, contract documents, project lists and/or other related items as directed.

Uses, carries and answers cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Associate's Degree in Engineering Technology with course work emphasis in Civil Engineering required, and 1-2 years relevant work experience preferred, such as but not limited to, computer-aided design of roadways and municipal projects, surveying, drafting, construction inspection, and personal computer operations; OR two (2) years relevant coursework from an Accreditation Board for Engineering and Technology (ABET) college or university, Or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Valid Driver's License.

SUPPLEMENTAL INFORMATION:

Knowledge of computer-aided design (CAD) software such as AutoCAD or Microstation, Eagle Point, and ArcView; land surveying principles of practice; mathematical concepts; preparation of civil engineering design drawings and basic engineering principles and practices.

Skill in operating a variety of tools and equipment utilized in the trade; using a computer and related software applications; performing mathematical calculations; surveying land and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up-to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for

Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to fumes, odors, dust and extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.