

Engineering Technician I Tompkins County

Department: Town of Ithaca

Classification: Competitive

Labor Grade: Town of Ithaca Grade IV

Approved: Bd. Res. #116, 06/12/95

Revised: 07/01TB; 12/08 TB; 10/12TB; 11/19 TB; 12/20 TB

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in engineering or construction related fields; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time) experience in design, inspection, construction, utility, survey and/or other related construction type projects; **OR**
3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

SPECIAL REQUIREMENTS:

Required to possess and maintain a valid New York State Driver's License to operate a motor vehicle.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position provides technical support and research assistance for Public Works projects including highway, water, sewer, parks and other engineering projects. An employee in this position utilizes numerous surveying and Auto CAD skills while performing field and office duties. Assists in development, implementation, maintenance, and the monitoring of compliance with regards to Public Works projects. Work is performed under the direct supervision of the Director of Engineering, in coordination with the Water/Sewer Maintenance Supervisor, with field leadership provided by the Senior Engineering Technician and technical oversight by any Engineering staff member. May be assigned to work with other staff and/or interns on specified projects. The incumbent will perform all related duties as assigned.

TYPICAL WORK ACTIVITIES:

- Performs utility mark outs for water, sewer and storm sewer infrastructure;
- Performs construction inspection to ensure proper implementation of plans, specification, regulations and codes;
- Prepares as-built drawings of Public Works and Engineering projects, updates or creates curb card drawings and easement drawings utilizing AutoCAD and GIS software;
- Performs all types of data collection and surveys including construction, property, topographic, traffic, route, and hydrographic;
- Prepares existing conditions plans;
- Performs sign inventories and maintains database;
- Performs basic engineering computations and research, with the assistance of the Engineering staff;
- Aids in the instruction of use of transits, levels and other surveying instruments;
- Attends training as assigned or requested.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of the practices and principles of engineering and construction;
- Working understanding of the instruments and materials used in engineering and construction projects;
- Good knowledge of survey and engineering terminology;
- General knowledge of rules, regulations and codes pertaining to engineering projects;
- Ability to read and understand engineering drawings and specifications;

- Ability to perform surveys including but not limited to photogrammetric, construction, property, topographic, traffic, route, and hydrographic;
- Ability to understand and interpret complex oral and written information;
- Ability to use microcomputers and engineering software programs;
- Ability to establish cooperative working relationships with contractors, the public, consultants, vendors, co-workers, and other department staff;
- Ability to work in all kinds of weather conditions and perform office related work;
- Ability to document construction projects as they proceed;
- The employee's physical condition shall be commensurate with the demands of the position either with or without reasonable accommodations.

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