



## **CLASSIFICATION DESCRIPTION**

**TITLE: ENGINEERING TECHNICIAN (STORMWATER)                      JOB CODE: 13 (Non-Exempt)**

### **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the position is to perform a broad variety of technical design, and inspection tasks in support of the City's storm drainage development activities. Employees in this classification perform at entry professional level and are responsible for executing surveying, engineering and drafting functions. Position is responsible for ensuring compliance with Federal, state and local codes and standards. The employee is expected to exercise considerable judgment and initiative in the performance of job duties.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responds to inquiries and requests from the general public, business community and contractors regarding stormwater/engineering projects and programs, through friendly, professional customer service skills, ascertaining the needs of the customer and providing appropriate assistance and information, e.g., environmental, utilities, sewer, street, storm drainage.
- Conducts field survey and drafting operations; prepares engineering documents and plans utilizing CAD software; develops and drafts engineering plans and drawings for stormwater/engineering projects.
- Maintains active communication with contractors, engineers, surveyors, government agencies and the general public for any engineering, surveying or construction issues (within the scope of this job description).
- Participates in a wide variety of special projects and programs as it relates to engineering activities.
- Reviews and processes right-of-way applications, swale plan diagrams, foundation surveys, and site plans as they pertain to stormwater drainage.
- Serves as a member of survey crew or flagging as needed.
- May perform a variety of office related functions, including preparing permits, correspondence, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff, and the general public.
- Performs related duties as directed.

## **MINIMUM TRAINING AND EXPERIENCE**

Associates of Science Degree with major coursework in Civil Engineering Technology or related field, or equivalent vocational certification with major coursework in Engineering or Engineering Technology; supplemented by two (2) years responsible experience in engineering, construction, CAD drafting, modeling software, and/or surveying work; or an equivalent combination of education, training, and experience.

## **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

- Must possess and maintain a Florida Driver's License.
- Must possess an AutoDesk AutoCAD Certification or ability to obtain within one (1) year
- Florida Stormwater Erosion and sediment Control Inspection Certification or ability to obtain within one (1) year.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to understand and follow complex written and oral instructions.
- Ability to clearly communicate information both verbally and in writing. Ability to establish and maintain effective working relationships with departmental personnel, management, contractors, consultants, and the general public.
- Considerable knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting.
- Considerable knowledge of current codes and regulatory standards governing engineering activities of stormwater/engineering construction and renovations.
- Skill in operating tools and equipment of the work, e.g., laser level, measuring wheel, shovel, rake, chain saw, digital camera, radio.
- Ability to read, update and maintain various records and files.
- Ability to access, operate and maintain various software applications, including operating various specialized software, e.g., Microsoft Word, Access, and Excel; Auto CAD.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, and telephone systems.

## **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, there is frequent need to sit, stand, walk, talk, hear, distinguish between shades of color, use hands, and lift and/or move 25 pounds.
- While performing the essential functions of this position in the field, there is potential for exposure to disagreeable environmental factors, such as outside weather conditions, dampness/humidity, vehicular traffic, toxic/caustic substances, fumes, odors, and unrestrained animals.

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