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
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 Technology; 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 and/or volunteer) experience in the design of construction, utility and/or heavy highway projects; OR
3. Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

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

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry-level position that 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 skills. 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;
• Performs construction inspection to ensure proper implementation of plans, specification, regulations and codes;
• Prepares as-built drawings of Public Works projects;
• 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;
• The employee’s physical condition shall be commensurate with the demands of the position either with or without reasonable accommodations.

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Originally Created 5/93