

ENGINEERING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for preparation and assembling of specialized drafting materials for use in city departments. An employee in this class prepares maps, renderings, existing maps using updated information. General supervision is received from a professional superior, with considerable leeway being allowed in working out the details of individual assignments. An employee in this class may exercise supervision over the work of subordinate employees during the course of an assignment or project. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares maps, plans, charts and other graphic illustrations for use by City departments and agencies;
Studies and interprets property descriptions to prepare maps and draft changes to already existing maps;
Gathers data on the occupancy, use and development of public and private properties;
Prepares original or updates maps from rough sketches, aerial photographs, field notes, deed descriptions, survey maps, canal maps, highway maps, and other sources of information;
May conduct field investigations as necessary to obtain information for use in the preparation of maps and related materials;
Maintains necessary files of maps, plans, charts and other materials;
Performs necessary calculations, computes land areas and tabulates information;
May, on occasion, be required to assist in field work;
May assist professional personnel in a variety of assignments concerned with planning and real property tax activities;
Assists engineers as directed in safety, traffic, soils, landscape, sidewalk and other surveys or projects;
Performs a variety of sub-technical engineering tasks and related clerical duties in the engineering office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of practice, principles and instruments used in drafting; good knowledge of mathematics including geometry and trigonometry; ability to interpret field data and transfer information to maps or other visual media; ability to understand and follow oral and written instructions; creative ability; initiative; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with and associate's degree in Civil Engineering, Construction Technology or a closely related field AND one year experience as a drafter, surveyor, or helper in engineering project work; OR
- B. Three years of experience as defined in (a); OR
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).