

## **FERGUSON TOWNSHIP JOB DESCRIPTION**

Job Title: Engineering Technician

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FLSA Status: Non-Exempt

Pay Grade: 22

Reports To: Township Engineer

Date: June 2017

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**JOB SUMMARY:** The Engineering Technician provides technical work related to the field of civil engineering. The job involves surveying, drafting engineering drawings for construction, and construction inspection of public works projects including roads, parks, traffic signals, storm sewer systems and storm water basins and structures, lighting, buildings, and other public works projects.

**DUTIES AND RESPONSIBILITIES:** The duties described below are indicative of what the Engineering Technician may be asked to perform. In addition, when the Engineering Assistant position is vacant, Engineering Technician is responsible for the job responsibilities of that position (see attached) until vacancy is filled. Other duties may be assigned.

### **1. Field Work and Office Work:**

- Field inspect and document quality control standards for construction of various public works projects while work is in progress. Prepare daily reports of the work performed, manpower and equipment on-site, conditions, material quantities, and report any deficiencies or changes in work to supervisor. Review contractor requests for payments and confirm quantity of work actually complete.
- Prepare estimates for public works projects.
- Perform field surveys for public works projects using modern survey equipment.
- Assist the Township Engineer and Assistant Township Engineer by preparing drawings for construction of public works projects using computer aided drafting and design software (CADD).
- Locate underground Township facilities in accordance with the PA ONE CALL system.
- Perform visual inspection of all Township roads and document road conditions.
- Review and process applications for highway occupancy permits for conformance with Township Road Standards and ordinance requirements for signature by Public Works Director.
- Perform checks of metes and bounds descriptions.

### **2. Public Relations:**

- Respond to inquires by staff, residents, utility providers, or contractors on inspection or construction related matters.
- Respond to all PA One Calls.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

### **EDUCATION AND/OR EXPERIENCE**

- High School Degree required, Associate or Bachelor Degree desirable.
- Demonstrated AutoCADD proficiency, minimum 2 years experience.
- Minimum 2 years construction inspection experience.

## Engineering Technician

### **SKILLS AND ABILITIES**

- Ability to cooperate with staff, and the public.
- Ability to interpret engineering plans, surveys, maps and specifications.
- Ability to maintain electronic records and databases.
- Knowledge and experience with the following computer programs; Access, Excel, Word, and AutoCAD

### **LANGUAGE SKILLS:**

- Ability to communicate effectively with staff, contractors, engineers, and the public.
- Ability to comprehend and prepare reports.
- Ability to participate effectively in all types of meetings.

### **MATHEMATICAL SKILLS**

- Ability to prepare estimates, measure quantities in the field, and calculate earthwork, concrete, asphalt, pipe and material quantities using algebraic formulas and geometry.

### **REASONING ABILITY**

- Ability to define problems and deal with a variety of situations.
- Ability to anticipate problems and take appropriate action to avoid them.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work, and establish priorities.

**PHYSICAL AND WORK ENVIRONMENT:** The physical and work environment described is representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

### **Physical Environment:**

- The duties of this job include physical activities such as standing, climbing, balancing stooping, kneeling, reaching, pushing, pulling, walking, lifting (up to 20 pounds), fingering, grasping, talking, hearing/listening, seeing/observing and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

**Work Environment:** The work environment may include some or all of the following.

- Work outdoors, at times, in all types of weather and may be exposed to vehicular traffic, construction equipment, intense or continuous noise, air contamination (dust, fumes, odors).
- Ability to work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
- Work indoors, at times, under distractions, such as telephone calls, interruptions and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.

Employee's Signature \_\_\_\_\_

Engineering Technician

Date: \_\_\_\_\_