

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Engineering Technician

**Department:** Transportation

**Pay Grade:** 508

**FLSA Status:** Non-Exempt

**Job Code:** T761

#### JOB SUMMARY

The purpose of this classification is provide technical engineering support and to perform field investigations for an assigned division(s) of the Transportation Department.

#### ESSENTIAL JOB FUNCTIONS

- Assists the Project Manager and/or Transportation Engineer in reviewing and resolving project design issues, schedule and budget; tracks project status, attends project meetings, including meetings with design consultants, state and federal agencies, and other local governments to communicate and coordinate project tasks.
- Performs field investigations of roads and intersections for signage, pothole and erosion control issues; records complaints and problems brought by citizens; identifies and determines solutions to issues from citizens; reports to supervisor to plan problem resolution.
- Pilots drones to film and photograph construction projects during all phases of construction and to capture video and photographs for transportation related press releases and information.
- Responds and documents with the drones any complaint locations that come in to the department by the general public.
- Assists with development plan reviews as relates to transportation issues, including site investigation, technical research, report preparation, meeting attendance, review team coordination, and tracking.
- Assists with GIS analysis of transportation related issues and preparation of project graphics, maps, and databases.
- Assists with right-of-way research, investigations, and tracking.

- Assists with design development and prepares concept plans and design drawings of transportation improvements under direction of transportation design engineer or transportation manager. Design drawings may include drainage.
- Prepares or reviews intersection improvement, signalization and signing and marking plans; prepares cost estimates for plans designed; orders presentation and graphics materials to use for projects.
- Writes, enters and tracks work orders; and prepares weekly summary of work order status.
- Deploys various speed trailers and variable message boards for special events, emergencies or traffic complaints.
- Assists in conducting speed studies, stop warrants for intersections and accident analysis.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Serves as the department liaison with Public Works Fleet Maintenance
- Coordinates the purchasing of fleet vehicles and ensures each vehicle is properly equipped with necessary emergency equipment and lighting; handles surplus of older vehicles.
- Attends meetings and represents the department at community events.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates measuring equipment, transit, digital camera, survey equipment, personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, AutoCAD, database, or other system software.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires Associate's degree in engineering design; one (1) year of experience utilizing CADD in engineering design; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Licenses or Certifications:**

- Possess and maintain a valid Georgia Driver's License, and a satisfactory motor vehicle record (MVR).
- Possess and maintain an FCC part 107 Remote Pilot license

**Special Requirements:**

- None

**Knowledge, Skills and Abilities:**

- Knowledge and application experience in ArcGIS and AutoCADD, InRoads or MicroStation required.
- Ability to learn video editing software.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable

**PHYSICAL DEMANDS**

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*