

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: ENGINEERING TECHNICIAN I

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification perform entry-level paraprofessional engineering work in the field or office in support of the engineering function. Work involves a variety of duties including collection and tabulation of traffic data, assisting with the testing and sampling of materials, assisting with the preparation of drawings and plans and monitoring of minor construction projects. Maintains files, records and logs of data and activities. Receives supervision from the Civil Engineer I or the Civil Engineer II (City Engineer).

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Participates in the collection of traffic data, lighting and street inventories and maintains appropriate records of results.
- Assists with the testing and sampling of materials used in roadway repairs; may monitor small construction projects.
- Participates in field investigations and surveys and the collection, compilation and analysis of engineering data.
- Performs basic mathematical computations in order to tabulate statistical engineering data in the office or the field.
- Assists with answering questions and providing general information about engineering activities and projects to residents, City officials and other agencies.
- Maintains accurate, detailed and retrievable computer and physical records of activities in an automated database.
- Transports reports and information to residents and other agencies as required.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- Some knowledge of basic engineering concepts, principles, practices and techniques and functions of an engineering office.
- General knowledge of the procedures for collecting, compiling, analyzing and tabulating technical data.
- General knowledge of routine administrative procedures and of data entry and retrieval in an automated database environment.
- General knowledge of basic mathematical principles.

ENGINEERING TECHNICIAN I

Physical Requirements:

- Ability to operate a variety of office equipment including personal computers.
- Ability to walk and stand for extended periods outdoors.
- Ability to see, hear and understand visual and audio safety signals in traffic situations.

Language Ability & Interpersonal Communications:

- Ability to compile, analyze and tabulate technical data; read and understand simple plans and charts.
- Ability to communicate effectively with City staff, elected officials and persons inquiring about engineering activities.
- Ability to maintain records, logs and files and prepare routine reports.
- Ability to read and follow oral and written instructions.

Environmental Adaptability

- Work is performed in both an office environment and outdoors, which requires the ability to work in varying weather conditions.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires graduation from high school plus supplemental courses in engineering or mathematics plus 1 year of experience as an engineering technician or intern; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

Additional Requirement: Valid driver's license.

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