

DATE	January 2013
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Senior Engineering Technician DEPARTMENT/DIVISION: Engineering REPORTS TO: Civil Engineering Manager

SUMMARY: Responsible for performing complex technical work related to drafting and creation and maintenance of GIS data. Duties include: drafting rehab projects; creating and maintaining GIS data; providing maps; and, maintaining software licenses. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Drafts and designs rehab projects, which includes: utilizing survey data and making
 appropriate edits to meet layer and linetype City standards; laying out proposed utilities
 on existing topographies; dividing project into appropriate sheets; preparing and printing
 sheets for distribution to appropriate internal and/or external customers; and/or
 performing other related activities.
- Creates and maintains GIS (Geographic Information System) data utilizing aerial photos, as-builts, and field collected data, ensuring data meets integrity standards and incorporates accurate attribute data. May utilize GPS (Global Positioning System) to collect data for downloading and importing into GIS software.
- Prepares maps and performs analysis to determine data required to complete map. Writes queries in order to obtain information from GIS layers and symbolizes data as appropriate.
- Receives certified as-builts from internal staff. Scans as-built sheets and catalogues for digital files. Files and maintains hard copies of as-builts drawings. Disseminates copies of as-builts to customers upon request.
- Maintains AutoCAD software licenses, which includes: receiving licensing invoices and
 reviewing for appropriate licensing levels to ensure the needs of the department are met;
 prepares appropriate paperwork to ensure timely payment of licensing fees to vendor;
 installs software for new users and upgrades for current users; and/or, performing other
 related activities.
- Prepares location maps for inclusion in Council agenda items and/or packets in preparation of Council meetings.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• Serves as a Lead to Engineering Technicians.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of geography principles;
- Knowledge of cartography principles and practices;
- Knowledge of basic civil design and construction principles and practices;
- Knowledge of basic computer programming techniques;
- Knowledge of standard engineering documents;
- Skilled in providing customer service;
- Skilled in utilizing AutoCAD software;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in drafting and designing engineering projects;
- Skilled in creating and maintaining GIS data;
- Skilled in preparing and analyzing maps utilizing GIS data;
- Skilled in installing and upgrading AutoCAD software;
- Skilled in cataloguing and filing engineering plans;
- Skilled in operating a computer and related software applications;
- Skilled in maintaining databases;
- Skilled in operating modern office equipment;
- Skilled in reviewing engineering plans for completion;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Completion of Auto-CAD and GIS coursework.
- Three years of progressively responsible CAD and/or GIS experience.

PREFERENCES:

• None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying of up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.