

**POSITION DESCRIPTION  
WATER WORKS AND SEWER BOARD  
City of Anniston, Alabama**

**JOB TITLE: ENGINEERING TECHNICIAN I**

**CODE: 204**

**NATURE OF WORK**

This position requires a working knowledge of GPS technology and the ability to operate all pertinent surveying instruments which is required to acquire coordinate data that is used in the GIS.

Work consists of skilled development of construction drawings using CAD and requires organized storage of engineering records and technical schematics.

Work involves technical support and assistance to customers.

Work also includes using, maintaining, updating and preserving the GIS. This may involve data entry, data collecting, data integration, and production of reports and maps.

Work is performed under the general supervision of the Engineering Services Manager. Position is subject to 24-hour call.

**EXAMPLES OF WORK PERFORMED**

(All duties may not be found in each position, nor does the list include all tasks which may be assigned to positions of this class.)

Perform survey using GPS or Total Station.

Prepare CAD schematic drawings of water and sewer services to buildings, facilities and proposed new construction.

Maintain engineering record-keeping system storage and retrieval system; keep engineering records and schematics current.

Validate, enter, import, export, and integrate data related to the GIS.

Perform functions in support of Engineering Department team providing computer drafting, customer service, data management and good engineering practices.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Considerable knowledge of CAD applications and use is required.

Considerable knowledge of GIS applications and use is required.

Knowledge of modern water and sanitary sewer facility lay-out and design is preferred.

Knowledge of survey tools, equipment, and materials is required.

Knowledge of water and sanitary sewer plans and record-keeping is preferred.

Ability to draw and comprehend detailed water and sewer construction drawings is preferred.

Knowledge of engineering copier, printer, scanner, and other engineering office equipment is preferred.

Proficient in oral and written communications; and ability to understand, follow, and transmit written and oral communications is required.

Experience in use of underground utility locating equipment is preferred.

### **PHYSICAL REQUIREMENTS**

Sufficient physical strength to lift at least 50 pounds and perform other strenuous physical tasks including the ability to climb/descend/balance at varying heights; ability to bend, stoop, crouch, and crawl is required.

Ability to work with instruments to accomplish the above requirements and be able to manipulate hand tools such as a chain saw, bush axe, shovel, pick and pry bar which are necessary to clear vegetative cover, layers of soil and other impediments to accessing satellites with the GPS from required data points such as manholes, valve boxes, meter boxes for example is required.

### **DESIRABLE EXPERIENCE AND TRAINING**

A working knowledge of GPS technology and the ability to operate all pertinent surveying instruments including total station in conjunction with transferring data to GIS is required.

A minimum of an associate degree in Technical Drafting, Civil Engineering Technology, or Geographical Information Systems/Geography with experience in GIS and computer aided drafting is required. Experience in and ability to draw and comprehend detailed construction drawings, read schematics, and organize electronic files is required.

Experience with ESRI™ suite of software and the understanding of relational databases is favorable.

### **NECESSARY SPECIAL REQUIREMENTS**

Must possess a valid State of Alabama driver's license and have a driving record suitable for insurability.