



Job Description Engineering Technician Code 204

Position Summary and Scope of Responsibility

The Engineering Technician supports the Engineering Department by performing technical tasks related to surveying, drafting, and Geographic Information System (GIS) management, ensuring accurate data collection, record-keeping, and customer service. This role requires proficiency in CAD and GIS applications, with responsibilities including fieldwork, data integration, and the creation of technical schematics.

Essential Duties

- *Surveying and Data Collection:* Perform surveys using GPS equipment to acquire coordinate data for GIS.
- *CAD Drafting (MicroStation):* Prepare detailed schematic drawings for water and sewer services related to buildings, facilities, and proposed construction projects.
- *Record Management:* Maintain and organize engineering records, including schematics and data for easy storage and retrieval.
- *GIS Management:* Enter, validate, and integrate data into the GIS; produce reports and maps as needed.
- *Technical Support:* Assist customers and provide technical support to the Engineering Department, including computer drafting and data management.

Desired Experience

- *Technical Drafting and Civil Engineering:* Experience in Technical Drafting, Civil Engineering Technology, or Geographical Information Systems.
- *GIS, CAD, and MS Office Proficiency:* Familiarity with GIS applications and CAD software (MicroStation), especially the ESRI suite including relational databases, and Microsoft Excel.
- *Construction Drawing Comprehension:* Ability to understand and create detailed water and sewer construction drawings.
- *Surveying Equipment:* Knowledge and experience with GPS technology and underground utility locating equipment.

Necessary Requirements

- *Education:* Minimum of an associate degree in Technical Drafting, Civil Engineering Technology, or Geographical Information Systems/Geography.
- *Physical Capability:* Ability to lift 50 pounds, perform strenuous physical tasks, and operate tools as needed for completion of fieldwork.
- *Licensing:* Valid State of Alabama driver's license with a driving record suitable for insurability.
- *Communication Skills:* Proficient in oral and written communication, with the ability to follow and transmit instructions effectively.

The statements contained in this job description reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.