
Employee Name:	Position Title: Engineering Technician P/T
Class Number:	Class Title:
Dept.: Engineering	Employment Status: Part-Time
Reports to: Engineer	FLSA Status: Non-exempt
Normal Hours: As Needed	Civil Service Status: Classified

QUALIFICATIONS: An example of acceptable qualifications:
 Completion of trade or vocational school; one (1) or more years of related experience; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:
 Must possess and maintain a valid State of Ohio driver’s license and must remain insurable under the City’s vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
 Calculator, computer, computer software (ArcView, GIS, Microsoft Office and other applicable computer software programs), mobile phone, fax machine, copier, scanner, plotter, telephone, and other standard modern business office equipment, motor vehicle, surveying instruments.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:
 Has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g. construction equipment); is exposed to possible injury from hazardous gases, chemicals, flammables, or air contaminants; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines (e.g., heavy equipment); is exposed to possible injury from explosions; has contact with potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to life threatening situations; has exposure to hot, cold, wet, humid, or windy weather conditions; this is considered light work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor’s physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:
 JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Performs engineering duties (e.g., calculate dimensions, areas, project quantities and other tasks using a calculator or computer, draft detail dimensional drawings and design layouts for projects, know City and ODOT specifications for infrastructure projects, read and interpret project design plans and specifications, prepare reports and document project activities, inspects construction projects and evaluate contractor work to ensure conformance to project specifications and applicable codes, reviews contractor pay applications, work with office GPS unit to collect infrastructure data and perform surveying tasks, develop plans and estimate costs for various types of engineering projects, work with contractors, franchise utility owners, businesses and residents to coordinate various aspects of project

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such as traffic control, water sampling and testing, pressure testing of pipes, notices to the public, site restoration, relocation of franchise utilities and conflict resolution, prepares O.U.P.S. Locate Work Orders and contacts O.U.P.S. to locate water and sewer lines;

- (2) Performs basic drafting duties with AutoCAD, general survey tasks for plan development with GPS and level; searches courthouse records and County GIS site for various information (e.g., ownership, tax mailing address, monument locations for design projects and other tasks); obtains and records necessary information to update maps, plat drawings, sewer maps, etc.; ; prepares construction drawings and estimates; acts as primary construction inspector; performs updates to the City's GIS system.
- (3) Performs miscellaneous clerical functions as required.
- (4) Attends meetings and serves on committees, as directed; attends training, workshops, and seminars, as directed; maintains required licensure or certification, if any.
- (5) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- (1) Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: *City/department goals and objectives; *City/department policies and procedures; *City and ODOT construction specifications; *workplace safety practices and procedures; *personnel rules and regulations; community resources and services; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; AutoCAD drafting techniques; engineering; surveying techniques.

Skill in: word processing, MS Excel, computer operation; use of modern office equipment; motor vehicle operation; drafting; operation of GPS and basic surveying equipment.

Ability to: carry out a variety of instructions in written, oral, picture, or schedule form; deal with variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; calculate fractions, decimals, and percentages; copy records precisely without error; complete routine forms; prepare routine correspondence; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; develop and maintain effective working relationships; travel to and gain access to work site; perform light manual labor; interpret extensive variety of technical material in books, journals and manuals; demonstrate ability to lift heavy surveying equipment; demonstrate manual dexterity.

POSITIONS DIRECTLY SUPERVISED:

None.

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)

Date Adopted _____

Developed by:

Date Revised _____

Clemans, Nelson & Associates, Inc.