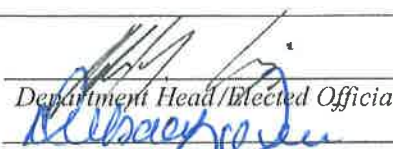



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Engineering Technician	PAY GRADE: B24
DEPARTMENT: Engineering	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Engineering Supervisor	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<hr/>	
APPROVED:  _____ <i>Department Head/Elected Official</i>	 _____ Date  _____ Date
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I. PURPOSE SUMMARY. Performs technical and specialized assistance for design and construction projects.

II. ESSENTIAL DUTIES. Drafts and designs plans, maps detailed construction project drawings using global positioning system and surveying equipment; Verifies correctness of dimensions, quantities, materials and notes; Provides assistance in the field by surveying data collection activities and related special projects; Gathers and compiles research information and maintains accurate computerized records; Checks the details of a range of construction drawings and designs; Researches property, easement, and right-of-way and maintains filing system or survey notes, maps and field survey books; Manages projects through all phases; Assists public in person and by telephone with questions, responds to and resolves public inquiries and complaints with assistance as needed from supervisor; Responsible for safekeeping of software, hardware, drafting equipment, and design specifications; drives to and from work sites and issues permits as assigned; represents the department at meetings and presentations; Responsible for knowing and abiding by all department and county policies and procedures.

Must have knowledge of various software programs including AutoCAD, ArcView and related programs; proper methods to maintain accurate records; computer operation, the applicable software and general office equipment.

Must have skill in designing, reading and interpreting surveying projects and construction plans; computer operations; gathering, plotting and researching applicable information; working independently; organizing and prioritizing numerous tasks. Must be able to communicate effectively, in oral and written form and establish and maintain effective and cooperative working relationship with others.

III. ADDITIONAL DUTIES. Performs related duties as assigned.

IV. QUALIFICATIONS.

A. Education. Associate's degree. Engineering Technology, Surveying, Drafting or related field preferred.

B. Experience. A minimum of three (3) years experience in a technical or engineering environment as a drafter and/or surveyors/engineers aide/technician. Experience with computers including surveying GIS/ Arc View, Auto Cad is preferred.

C. Education/Experience substitution. In Accordance with County Policy.

D. Licenses/Certifications. None

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Valid unrestricted Drivers License required and must pass a background check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of various software programs including AutoCAD, ArcView and related programs; proper methods to maintain accurate records; computer operation, the applicable software and general office equipment.

Must have skill in designing, reading and interpreting surveying projects and construction plans; computer operations; gathering, plotting and researching applicable information; working independently; organizing and prioritizing numerous tasks. Must be able to communicate effectively, in oral and written form and establish and maintain effective and cooperative working relationship with others.

2. FREEDOM TO ACT.

The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements, methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT.

The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work direction for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

While performing the duties of this job, the employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee is regularly required to stand; walk; reach; and have manual dexterity to handle, feel or control objects and tools. The employee frequently is required to traverse rough terrain, stoop, kneel, crouch, or crawl. The employee is frequently required to sit. The employee occasionally is required to climb railings on equipment and work on uneven surfaces. The employee will occasionally lift and move up to twenty-five (25) pounds. Specific vision requirements for this job are close vision, distance vision and the ability to adjust focus.

5. WORK ENVIRONMENT.

Essential duties are performed with a combination of indoor and outdoor duties. When working indoors is under temperature controlled conditions, outdoors is under various weather conditions. Employee may sit and drive a vehicle for long periods of time. The noise level in the work environment indoors is usually moderate outdoors may be loud.

6. SUPERVISORY RESPONSIBILITY.

Work is performed under general supervision of the County Surveyor or Engineering Supervisor.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*