



SC-PAY GRADE 16

ENGINEERING/PLANNING TECHNICIAN IV

DUTIES AND FEATURES OF THE CLASS:

The incumbent in this class performs a variety of expert technical tasks involving engineering or planning, land use decisions, reviews, coordination and implementation of area-wide planning studies or performs expert level engineering review/design, technical writing, inspection and/or surveying. Work is performed both in the field and in the office. Work is performed independently with general oversight of the Department Manager/Director or their designee.

EXAMPLES OF WORK:

Reads and interprets plans, specifications and related documents; utilizes computer software; provides technical assistance/guidance to coworkers, consulting engineers, developers, and the general public; prepares written correspondence, specifications and technical reports; prepares/reviews cost estimates and project schedules; conducts meetings with contractors/consultants, other public agencies, coworkers and the general public.

Planning:

Coordinates extensions of sewer and water districts in the implementation of planning studies; makes recommendations on new planning areas and assists with the layout and design of sewer and water facilities; reviews/comments on proposed subdivisions and rezonings for County and State review purposes and sewer concept plans as submitted by engineering firms; serves as a senior/lead planner for the section and may oversee the work of lower level technicians and serve as the acting director when necessary.

Engineering:

Designs/develops/reviews engineering projects, layouts, alignments, profiles, specifications, studies and related activities; compiles and records test results, notes and sketches to document compliance and/or develop designs, specifications, maps and other geographically based data. Operates computer drafting software; may oversee the work of lower level technicians.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Expert knowledge of the principles and practices of civil engineering, knowledge of County ordinances, policies and procedures as well as state and county laws and regulations; ability to perform mathematical calculations, read and interpret engineering drawings and use engineering formulas; ability to operate computer/office equipment with proficiency in creating spreadsheets and computer generated drawings; ability to establish and maintain effective working relationships with coworkers, contractors/consultants, Federal and State agencies and the general public.

QUALIFICATIONS:

Minimum of Associates Degree in Civil Engineering or related field; ten (10) years experience at least five (5) which must be at the appropriate Technician III level, or any equivalent combination of education and experience which provides the required knowledge, skills and abilities; proficient in Microsoft Office (Outlook, Word, Excel); good professional judgment and strong work ethic; excellent organizational, verbal and written communication skills; AutoCAD, GIS/Arc Reader and design-related software is preferred. American Planning Association (APA) Certificate may be substituted for an Associates Degree in Civil Engineering in the Planning section.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35 hour work week (Monday - Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license

Revised 7/2016