



## Town of Oro Valley Classification Description

Title: **CIVIL ENGINEERING TECHNICIAN**

Job Code: 3180

FLSA Status: Non-Exempt

Department: Water Utility

Salary Grade: 108

### **POSITION SUMMARY:**

Under close supervision of an Engineering Supervisor, the employee assists in the review of water improvement plans, creates and maintains drawings, sketches and graphs, creates and maintains geo-data base water system maps, creates and maintains data bases and spread sheets and provides customer service to other Town employees and outside agencies.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Reviews water improvement plans, participates in field meetings, bid-openings and pre-construction meetings.
- B. Creates and maintains water facility site sketches, drawings, maps and graphs using Autocad or similar drawing software.
- C. Creates and maintains geo-data base water system maps using GIS software.
- D. Utilizes GPS equipment to field verify locations and elevations of existing water system components.
- E. Creates and maintains project construction costs data base using data base software.
- F. Organizes and maintains project job files.
- G. Tracks and records progress of new water construction projects.
- H. Provides customer service, answers telephones and routes calls or takes messages.
- I. Coordinates with utilities, other governmental agencies, and citizens relating to project issues.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of applicable Town, state and federal statutes, rules, ordinances, codes and regulations governing public works operations.
- Knowledge of basic engineering and construction practices and principles.
- Basic knowledge of water system infrastructure.
- Knowledge of personal computer hardware and software.
- Skill in file and records management.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Skill in managing multiple tasks.

**MINIMUM QUALIFICATIONS:**

- An Associate's degree in Civil Engineering, Physical Sciences, Natural Resources or related field preferred.
- Two (2) years' experience in engineering or construction; **OR**
- An equivalent combination of education and experience.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in indoor and outdoor environments.