

JOB DESCRIPTION - CITY OF ALTOONA

JOB TITLE: ENGINEERING TECHNICIAN I - GIS **EFFECTIVE DATE:** 7/2015
DEPARTMENT: ENGINEERING
EXEMPTION STATUS: Non-Exempt

REPORTING RELATIONSHIPS

Reports to: City Engineer
Direct reports: None

GENERAL SUMMARY

Primary function is to maintain the City’s on-going geographic information system (GIS) data entry. Uses construction plan information from completed construction projects, to input the various elements of the public improvements into the city’s GIS system. Provides GIS data and mapping information to numerous city departments and developer entities. Collects infrastructure data using GPS equipment.

The Engineering Technician I is responsible for reviewing construction/subdivision plats and construction drawings with various city departments. Inspects public improvement projects to determine compliance with plans and specifications. Provides construction staking for small improvement projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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| <ul style="list-style-type: none"> • Completes the regular GIS data entry for additions to the city infrastructure including recently constructed streets, water mains, sanitary sewers, storm sewers, street lights, trails/sidewalks, structures, etc. |
| <ul style="list-style-type: none"> • Collects survey data using GPS equipment and preforms construction staking for small improvement projects. |
| <ul style="list-style-type: none"> • Maintains filing system for the records of completed projects and maintains hard copy plans of construction projects. |
| <ul style="list-style-type: none"> • Gathers data in support of planned or proposed projects. |
| <ul style="list-style-type: none"> • Maintains daily project reports, files, and logs while tracking progress of multiple projects. |
| <ul style="list-style-type: none"> • Drafts and reviews change orders and pay estimates. |
| <ul style="list-style-type: none"> • Investigates various public complaints and concerns. |
| <ul style="list-style-type: none"> • Logs and tracks work in ROW permits. |
| <ul style="list-style-type: none"> • Completes a variety of computations including plan measurements, areas, volumes, and other quantity measurements. Assists other engineering staff in preparing construction estimates and related calculations. |
| <ul style="list-style-type: none"> • Assists in maintaining plat files. |
| <ul style="list-style-type: none"> • Maintains logs of submittals. |
| <ul style="list-style-type: none"> • Inspects public works projects to determine compliance with plans and specifications. |

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| <ul style="list-style-type: none"> • On site inspection of subdivision & municipal infrastructure projects including but not limited to water, sewer, storm and paving installation. |
| <ul style="list-style-type: none"> • Witnesses various utility and material tests and records data. |
| <ul style="list-style-type: none"> • Assists as needed with storm water compliance. |
| <ul style="list-style-type: none"> • May perform other duties as assigned |

MINIMUM QUALIFICATIONS - EDUCATION AND EXPERIENCE

<p>Education: High School and two (2) years technical schooling with classes in Civil Engineering Technology, Environment Science, Natural Resources or equivalent amount of education and experience is required in G.I.S., computer-aided drafting, or related engineering training</p>	<p>Experience: Experience beyond high school may be substituted at a rate of 2 years experience for 1 year of education</p>
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MINIMUM QUALIFICATIONS - KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Personal computers and various software programs including AutoCAD/ArC GIS software.
- Global positioning systems and state plane coordinates.
- Modern office practices and procedures
- Sound environmental maintenance management practices
- Knowledge of the methods, materials and tools used in construction Such as Level-Transit concrete asphalt
- Laws, regulations, and ordinances governing area of assignment
- General math, trigonometry, plan reading, surveying, drafting, material testing, and construction inspection.

Skills include:

- Excellent Communication Skills
- Plan Reading

Ability to

- Analyze and interpret data.
- Make independent judgments
- Prepare reports
- Work under pressure with interruptions and challenging deadlines
- Establish and maintain effective working relationships
- Ability to interact courteously but effectively with the public
- Obtain necessary certifications
- Physical ability to perform essential job functions
- Comprehend and apply technical information.

- Perform job functions adhering to safety guidelines and policies set for by administration and/or supervisor.

LICENSING/CERTIFICATION AND OTHER REQUIREMENTS

- Valid Iowa driver's license required

WORKING CONDITIONS

- Occasionally lifts, carries or otherwise moves and positions objects weighing up to 55 pounds.
- Typically bends, stoops and crouches on a regular basis to inspect different phases of construction.
- Constantly moves about to coordinate work.
- Portion of daily time will be spent working in the field, on construction sites, including along busy roadways and possibly in adverse weather conditions.

DISCLAIMER

The above statements are intended to describe the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties and skills required of employees assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

REVIEW AND APPROVAL: Indicates review by incumbent and approval by supervisor.

Employee: _____

Date: _____

Employee's Signature: _____

Date: _____

Supervisor: _____

Date: _____

Supervisor's Signature: _____

Date: _____