



JOB DESCRIPTION

TITLE: Engineering Design Technician
DEPARTMENT: Public Works – Engineering Division
GRADE: 14
FLSA: Non-exempt
EEO DESIGNATION: Technicians
REVISION DATE: 11/03/2020

POSITION SUMMARY

The position works under the direction of the City Engineer or other project manager and is responsible for providing full service computer-aided design and drafting using AutoCAD and Geographic Information Systems (GIS) software, including but not limited to Civil 3D and Esri software. This position supports the Engineering Division with technical design, drafting, Global Positioning System (GPS) survey, drafting review, and drafting equipment management.

ESSENTIAL FUNCTIONS:

- Develops design drawings and other maps, schematic, and details. Prepares as directed by the project manager road, storm drain, water project designs according to City standards as required by law in preparation to being bid by contractors.
- Assists project managers in drafting specifications for capital projects and infrastructure development such as streets, sewer, storm drainage, water systems, curbs, gutters, parking lots, bridges, landscape sprinkler systems, etc. and assists in performing surveying functions.
- Obtains and enters survey data to determine layout information as needed; makes mathematical computations to assist project managers in calculating grades, slopes and elevations.
- Checks plats, metes & bounds descriptions and impervious area calculations.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Must have high school diploma or G.E.D. equivalent and two years of college and/or technical level studies in the computer-aided design and drafting/GPS survey/project management fields. Three to five (3-5) years of experience in the above-related duties, or an equivalent combination of education and experience. Associates Applied Science degree preferred. Knowledge of AutoCAD/GPS software, including but not limited to Civil 3D and ERSI software. Familiarity with survey instruments and procedures preferred. Must possess a valid Utah Driver's License.



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KNOWLEDGE, SKILLS AND ABILITIES

1. Working knowledge of the City's policies and procedures and ability to work with engineering, operations, maintenance staff and contractors.
2. Demonstrated knowledge of the principles and practices of engineering design and inspection.
3. Thorough knowledge of the most current computer aided design/GIS, drafting software and techniques.
4. Working knowledge of construction drawings and specifications, mathematics, algebra, and trigonometry, drafting procedures; computer-aided designing, drafting and plotting instruments.
5. Ability to work in an office environment as well as outside in the field.
6. Ability to plan and carry out engineering design under the direction of a project manager.
7. Ability to interpret plans and specifications.
8. Ability to understand and follow oral instructions, and gather, analyze, evaluate, interpret facts and then prepare and present them in a concise manner.
9. Ability to maintain confidences and business practices in an ethical manner.
10. Must have the ability to receive, deliver and explain oral and written instructions and exercise initiative and sound judgment and react resourcefully under varying stressful situations.
11. Ability to communicate effectively with the public under potentially adverse circumstances and to work well with supervisors, co-workers, and employees in other departments.
12. Ability to follow city policy, establish priorities, concentrate on tasks accurately, and accomplish duties in a timely manner.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, handling light weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 50 pounds. This position may require you to be outdoors periodically and to drive a City vehicle. This position has exposure to stressful situations as a result of human behavior. Work is often performed under deadlines and time constraints which may require alterations in the normal 8-5 work schedule.



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The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.