



City of Casa Grande

## Engineering Technician

**GENERAL PURPOSE:** Under general supervision, performs engineering technical work of moderate difficulty associated with surveying, drafting, graphics and related engineering duties.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides technical engineering and property information to the public, other City departments, outside agencies and others.
- Conducts street and utility construction field inspections.
- Marks sewer lines for blue stake; reviews street cut and right-of-way use permits.
- Answers flood plain inquiries and assist the City's flood plain coordinator.
- Reviews property legal and boundary descriptions.
- Conducts research and completes special projects as assigned.
- Responds to requests for information; provides technical information to City staff, and assistance to the public within scope of authority.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** None.

**JOB DESCRIPTION**  
**EngineeringTechnician.doc**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High school graduation or equivalent, and two (2) years paraprofessional work experience as a civil engineering technician, construction/building inspector or plan reviewer; OR an equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of construction codes and terminology, land subdivisions, infrastructure construction, utilities and land-use controls.
- Knowledge of drafting methods and techniques.
- Knowledge of civil engineering principles, practices and standards.
  
- Skill in using recording observations objectively and precisely.
- Skill in preparing basic engineering drawings, and reading/understanding simple specifications and drawings.
- Skill in computer aided drafting principles, practices and techniques.
- Skill in understanding and working with data from multiple public and private sources.
- Skill in operating a personal computer utilizing a variety of hardware, software, peripherals and operating systems.
- Skill in effective oral and written communication.

**Special Requirements:** Possession of a valid Arizona driver's license.

**Physical Demands / Work Environment:** Standard office environment and various field settings.

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