

## CIVIL TECHNICIAN I

### CLASS DESCRIPTION

#### General Responsibilities:

This is basic technical support work performed in a professional engineering and public works construction environment. The work involves performing field and office tasks such as: technical drafting work, assisting in construction inspection and documentation, making field measurements, and performing other related tasks. The work is performed under the direct supervision of higher level technical or professional staff and is reviewed in progress and upon completion. Movement to the Civil Technician II level is based on demonstrated ability to perform more complex and/or comprehensive technical support functions.

#### Examples of Duties and Responsibilities:

Assist with the preparation of materials for public works construction projects by preparing basic sketches, drafting routine segments of overall plans, and making calculations, as assigned.

Draft construction plans and records for streets, sewer, landfills, and other public works projects using field and survey notes, aerial photos, existing plans and "as built", etc.

Design visual aids and displays for research reports and public information meetings.

Use computer techniques and software, including computer assisted drafting, to perform a wide range of technical support functions.

Calculate and estimate quantities for construction bids.

Maintain permanent storm and sanitary sewer record system for the Engineering Division.

Perform minor maintenance and monitoring of landfill gas collection, gas incineration, and leachate collection systems and ground water systems.

Assist with construction inspection activities to ensure compliance with contract specifications and other requirements. Take measurements, monitor and record material quantities and other required information. Prepare "as built" drawings of completed construction projects.

Perform related work as required.

### QUALIFICATIONS

#### Knowledges, Skills and Abilities:

Knowledge of drafting techniques, materials and tools, including basic familiarity with computer assisted drafting (CAD). Knowledge of standard engineering nomenclature and mathematics including geometry and trigonometry. Some knowledge of surveying techniques and equipment. Working knowledge of the methods and techniques for inspecting public works construction projects. Ability to make neat and legible technical drawings. Ability to perform mathematical computations quickly and accurately. Ability to read detailed maps, plans and specifications. Ability to follow instructions and established procedures. Ability to establish and maintain effective working relationships with internal staff and with persons in other agencies contractors and the public. Ability to perform field work including observations, measurements, data collection, survey crew work, and construction inspection activities.

#### Training and Experience:

Two years of experience performing technical office and/or field work in support of engineering activities. Such experience would normally be gained after completion of high school or equivalent (including two years of math and/or mechanical drawing). Vocational school or college training in the area of civil engineering technology or a closely related area may be substituted on a year-for-year basis for the experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of positions in this class will also be considered.

Necessary Special Qualifications:

Ability to meet the transportation and mobility requirements of the position and to perform the physical work associated with construction inspection and other field activities.

Department/Division	Comp. Group	Range
Engineering	16	12