

CLASS SPECIFICATION FOR
Engineering Technician

GENERAL STATEMENT OF DUTIES: Performs technical paraprofessional civil engineering and supervisory work in the field and in the office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs responsible and technical paraprofessional engineering duties involving application of civil engineering principles, knowledge, and skills. Assignments may be on a continual or a project basis. Direct supervision and guidance is received from a professional engineer, and supervision may be exercised over technical personnel.

EXAMPLES OF WORK (illustrative only):

- Reviews architects' and/or engineers' plans to insure compliance with County regulations, ordinances, and good engineering practices;
- Assimilates field data and designs construction plans;
- Assists in the issuance and review of building permits;
- Assists in preparation of specifications for construction or maintenance materials, performance and procedures;
- Prepares estimates, computes quantities of contract items and cost of construction project and the amount of credit to be allowed against connection fee charges;
- Estimates final cost of projects;
- Assists professional engineers as assigned in research, planning, and implementation of new or improved engineering programs or projects;
- Prepares utility contracts;
- Using TV camera, inspects Utilities' rehabilitation/systems improvement programs;
- Disseminates information to the public relative to existing and planned services provided for including streets, roads, drainage, water, sewer and refuse collection and disposal;
- Supervises and may also evaluate technical personnel;
- Makes reports and maintains records;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the principles and practices of civil engineering; knowledge of all types of building and utility construction practices and methods; ability to read and interpret blueprints and specifications; considerable knowledge of County building and utility codes and of State codes; ability to perform engineering work of average complexity; ability to prepare detailed design plans and to prepare engineering specifications; ability to work effectively with and to develop good public relations with engineers and architects; ability to plan and supervise the work of employees; physical condition that permits such activities as occasional work under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a two (2)-year associate's degree in a related engineering discipline and three (3) years of related paraprofessional engineering experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position. May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions.