

**TOWN OF GILBERT
CLASS SPECIFICATION
Engineering Technician**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Engineering	B22	Non-Exempt

CLASS SUMMARY:

This class is the first level in the Engineering series. Incumbents perform technical activities in support of technical Engineering operations. Responsibilities include: providing customer service; programming, installing and troubleshooting communication equipment; maintaining databases; performing field inspections; gathering, compiling and/or analyzing data for engineering studies, projects and initiatives; and testing equipment for operability.

ESSENTIAL DUTIES:

This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

**PERCENT OF
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Performs customer service, responds to questions/issues regarding the Town's systems and standards and provide training to staff.	Weekly 30%
Maintains and updates databases used for analysis. Backs up computer systems as needed and enters new devices and data into network as needed. Reviews and creates specifications as required in area of speciality.	Weekly 20%
Performs other duties of a similar nature and level as assigned.	As Required

**TOWN OF GILBERT
CLASS SPECIFICATION
Engineering Technician**

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to ***Development Services*** may be responsible for:

- Reviews and examines plats, construction plans, maps and related documents
- Reviews requests for flood zone determinations and prepares appropriate documentation
- Makes recommendations regarding private development projects, issuing “Will Serve” letters, sewer determinations, and related documents
- Responds to questions/issues regarding development standards and floodplain management activities;

Positions assigned to ***Intelligent Transportation Systems*** may be responsible for:

- Installing and integrating new components in the Town’s Traffic Signal Communication Network.
- Troubleshooting traffic signal and communication system malfunctions; making recommendations regarding unplanned equipment relocations due to field conflicts; testing and evaluating proposed signal and communication equipment.
- Performing customer service, responding to questions/issues regarding the Town’s signal system and provided training to staff on communication/signal equipment.
- Maintaining and updating databases for traffic network. Entering new devices and data into the traffic signal network. Reviewing and creating traffic signal specifications and fiber optic splice tables.

TRAINING AND EXPERIENCE:

High School Diploma and depending on area of assignment, requires:

- supplemented with one year of specialized or technical training, and three years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
- supplemented with one year of experience in some combination of code interpretation, construction, inspection, and/or CAD relevant to municipal engineering, or, an equivalent combination of education and experience sufficient to perform the essential duties of the job as listed above.

TOWN OF GILBERT CLASS SPECIFICATION Engineering Technician

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License

Depending on Area of assignment could include the following:

- IMSA Level II Signal Technician within 12 months of hire
- Certification in fiber optic splicing within 12 months of hire

KNOWLEDGE OF:

- Traffic engineering principles and traffic signal operations;
- Intelligent Transportation Systems equipment
- Applicable Federal, state and local laws, codes, ordinances and regulations;
- Fiber optic communication, electrical and mechanical principles;
- Database management systems;
- Modern office equipment.

SKILL IN:

- Utilizing a computer and relevant software applications;
- Intelligent Transportation Systems equipment programming and maintenance
- Applying technical engineering principles and practices;
- Providing customer service;
- Performing mathematical calculations;
- Reading and comprehending construction documents;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to operating a motor vehicle, moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, intense noises and travel, and environmental conditions such as disruptive people, imminent danger, or threatening environment.

**TOWN OF GILBERT
CLASS SPECIFICATION
Engineering Technician**

WORKING TITLES WITHIN CLASS SPECIFICATION:

Engineering Technician (Development Services) – B22
ITS Technician – B22

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

*Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)*

*Revised by Gilbert Human Resources (TT)
Date: (09/15)*