ASHEVILLE, NORTH CAROLINA

Classification Specification

Civil Design Technician
Job Code: 8015
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to prepare skilled engineering drawings for public works projects or systems, collect civil engineering data and related tasks.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Drafts plans for assigned capital and public works projects: prepares plans, skilled engineering drawings, specifications, details, maps, plats, charts, and other displays for engineering projects using Computer-aided Drafting and Drawing (CADD) software; and coordinates with engineers and other staff to aid the development of solutions for resolving City infrastructure needs.

Compiles, studies, and analyzes a variety of engineering and operational data in support of City infrastructure projects: participates in field and topography surveys for design assignments or other projects to stake/field layout design components for construction projects; participates in materials and/or system inspection and testing; develops or amends process procedures; conducts various field studies and visits sites; and develops or amends process procedures.

Reviews a variety of construction plans, plats, permits, reports, and studies for compliance with ordinances and construction standards: reviews designs; makes initial determinations regarding technical compliance issues; and makes recommendations regarding approval and/or actions necessary to correct deviations or violations.

Assists project managers: develops construction specifications; prepares bid proposals and calculates cost estimates; prepares contract documents for projects; assists with rights of way acquisition; and reviews construction plans and specifications to ensure compliance with code requirements, established City standards and policies, and sound engineering principles.

Performs related duties in support of department operations: prepares correspondence and reports; collects and enters data; and maintains comprehensive project records and design/drawing files for assigned projects.

Communicates with supervisor, other City employees, contractors, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, timesheets, maps, diagrams, charts, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, design, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Civil Engineering, Drafting, or a related field required; supplemented by one year of experience in drafting and design, surveying, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the

responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, or bright/dim lights.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.