ASHEVILLE, NORTH CAROLINA

Classification Specification

Water Resources Engineering Technician
Job Code: 9715
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to perform technical engineering design, design review, and related engineering tasks for the Water Resources Department

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.

Performs engineering design using computer aided drafting to analyze survey measurements and prepare maps system design, layout, construction and boundary locations: drafts plans for a variety of waterline construction projects; prepares plans, skilled engineering drawings, specifications, details, maps, plats and other displays for engineering projects using Global Positioning Systems (GPS), GIS Geographic Information Systems (GIS), and Computer-aided Drafting and Drawing (CADD) software; and works with engineers and other staff to aid the development of solutions for resolving City water utility infrastructure needs.

Performs engineering calculations utilizing engineering principles and practices: calculates ratios, volumes, angles, grades, construction quantities, and other project components, as dictated by the needs of the assigned project; prepares cost estimates; reviews calculations submitted by third party contractors; and researches technical information to provide maps, documents, and research information for in house staff and external surveying and

engineering firms.

Provides assistance with review, inspection, and coordination of water improvement plans associated with development process: reviews a variety of residential and commercial plans, plats, permits, reports, digital drawings, and studies for compliance with ordinances and construction standards; reviews designs and makes initial determinations regarding technical compliance issues works with third party architects and engineers to resolve issues and provide direction for compliance with codes; evaluates and assesses the impact of the proposed project; makes recommendations regarding approval and/or actions necessary to correct deviations or violations: and ensures installation into GIS mapping system for approved projects.

Compiles, studies, and analyzes a variety of engineering and operational data in support of department infrastructure projects: performs deed research; searches property boundaries; participates in field and topography surveys for design assignments and to stake/field layout design components for department projects; conducts various field studies and visits sites to assess and resolve infrastructure and construction problems; reviews various operations for compliance with permits and environmental regulations; and operates and maintains GPS and other survey equipment to collect survey data measurements.

Performs customer service functions: receives and responds to concerns, inquiries and complaints from citizens, design consultant, developers, or others; provides information and answers questions regarding department processes, policies, fees, forms, etc.; conducts research; and initiates problem resolution.

Communicates with supervisor, other City employees, contractors, developers, the public, 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, plan documents, estoppel documents, hydrant test flow requests, cost sheets, plan review reports and comments, engineering drawings, easements, 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 (edit as appropriate) word processing, spreadsheet, database, presentation, 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 Engineering Technology, Surveying, Drafting, or a related field required; supplemented by three years of experience in computer-aided drawing, surveying, waterline construction, or a 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 evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

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 used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design 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 with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

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 evaluation of information against measurable or verifiable criteria.

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: Essential functions are regularly performed without exposure to adverse environmental conditions.

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.