

ENGINEERING SERVICES TECHNICIAN 1

Job Code	Pay Grade
16720	CL8

Nature of Work

This is entry level technical field and office work involving either or both technical and administrative support to a specific section or unit within a division of the Department of Environment & Infrastructure (DEI) or another agency or department. This class covers more than one highly specialized line of work and technical specialization in multiple operating units. Work involves responsibility for the performing the day-to-day tasks to support a variety of unit operations and activities and may include a mixture of tasks within the office or out in the unit work field setting. Prescribed work is normally repetitive and performed under standard operating policy and procedures with generally close supervision or guidance from a more senior team lead or supervisor. Tasks typically require the incumbent to exercise limited judgment when performing the majority of unit assignments. The position reports to a team leader, supervisor or designee.

Minimum Qualification Requirements

- High school graduate and 1 year of general technical or administrative experience in an occupation or similar operation of assignment that evidences experience in basic communication skills, application of unit policies/procedures, map reading, data entry, computer application tasks, preparing reports, as well as to respond to co-workers, customers, and citizens to document information; communicate information, apply solutions to problems, prepare/respond to work orders, and communicate information to others on an assortment of public services and/or engineering related activities; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Candidate must pass the Pinellas County Transportation System Operator Skills test 3 months from initial appointment.
- Candidate to possess prior job tenure and experience from within the same unit or assignments in the same line of work.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position (such as, to a nonsupervisory technical or nonsupervisory specialist position in the same unit assigned in the same line-of-work) within the same organization or department.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Abstracts property ownerships and descriptions for correct title chains and reviews and interprets legal documents to abstract property information.
- Collects, computes, and analyzes data from field, manual or automated sources and studies regarding rights-of-way, easements, and traffic patterns, recommends corrective measures as needed.
- Conducts on-site investigations and collects technical data for various public works projects; reports on information collected.
- Investigates, and replies to citizen complaints concerning traffic matters, public works, and engineering matters.
- Maintains department office, field, and systems equipment required to support operations.
- May perform other information processing related duties including the use of available statistical packages or programs, encoding data, data entry and retrieval and routine information terminal operations.
- Monitors Intelligent Transportation System devices including video wall, Closed Circuit Television (CCTV), 911 active calls list, media sites and pagers.

ENGINEERING SERVICES TECHNICIAN 1 (continued)

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Illustrative Tasks (continued)

- Perform job function in accordance with the established Traffic Control Center Standard Operating Procedures.
- Prepares sketches and scale engineering drawings of field conditions or proposed improvements and may perform basic survey work as part of field investigations.
- Receives inquiries and resolves complaints from citizens and other departments regarding such issues as utilities, operations, facilities, signal timing, hazardous conditions, traffic control, and other matters.
- Identifies, documents, and recommends actions to remedy citizen identified or other obstructions erected on county rights-of-way which create hazardous conditions.
- Takes incoming phone calls, radio dispatch and data input work order and trouble call information into centralized database programs.
- Operates Dynamic Message Signs (DMS) and CCTV cameras and TWITTER messaging services
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of automated records information systems used to schedule, track and monitor the progress of the work orders.
- Knowledge of basic drafting techniques and ability to prepare basic engineering sketches.
- Knowledge of county, cities, major unincorporated areas, road networks and public works projects and general geography.
- Skilled in performing mathematical problems with speed and accuracy.
- Ability to apply computer applications and software.
- Ability to establish and maintain effective public relations with the general public and other governmental agencies.
- Ability to relate technical information in a manner understandable to co-workers, superiors, other County departments and members of the public.

For official use only

Revised	EEOC Code	Overtime Code
9/13	Technicians	Classified