

ENGINEERING SERVICES TECHNICIAN 2

Job Code	Pay Grade
16730	CL10

Nature of Work

This is technical field and office work supporting a variety of public works or utilities programs and activities. Employees in this class meet and work with engineers, contractors, citizens and other agencies to research, provide information, and resolve complaints/issues on engineering specifications, traffic engineering/traffic control system operations, public works projects and county regulations. Duties involve a variety of complex assignments of a project nature developing and maintaining data bases requiring frequent independent decisions using specialized knowledge, practical experience, independent judgment and strong interpersonal skills. Incumbent may supervise other technical or clerical office support personnel. In some instances, more advanced technical duties involving complex public works programs may be required. As distinguished from Engineering Services Technician I, this class requires more extensive knowledge of real estate, legal research, site plan reviews or advanced traveler information and traffic control systems. The position reports to a supervisor or designee.

Minimum Qualification Requirements

- High school graduate and 2 years of general technical experience in which one has obtained skills in map reading, data entry, reading and understanding legal descriptions, and reading and understanding engineering plans; 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.
- 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.)

- Provides technical information to engineers, consultants, citizens or public groups on regulations and procedures to be followed to initiate or develop special programs.
- Works closely with professional staff to develop technical plans or coordinate progress of construction projects using automated information systems.
- Monitors the closed circuit television (CCTV) camera, Dynamic Message Signs (DMS), and vehicle detection equipment to detect/confirm events or malfunctions and determines appropriate response/action.
- Maintains schedules of county projects, reviews project progress against scheduling and monitors completion of projects against projections.
- Reviews, coordinates and processes various documentations, deeds, site reviews, and requests and prepares special projects as required.
- Takes incoming phone calls, radio dispatch, and data inputs work order and trouble call information into centralized database program.
- Perform job function in accordance with the established Traffic Control Center Standard Operating Procedures.

ENGINEERING SERVICES TECHNICIAN 2 (continued)

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Illustrative Tasks (continued)

- Analyzes departmental information systems, records, reports and correspondence and recommends improvements to operational procedures.
- Receives inquiries and resolves complaints from citizens and other departments regarding such issues as signal timing, hazardous conditions, and traffic control.
- May supervise other technicians or clerical personnel on a permanently assigned or project basis.
- May perform information processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, information terminal operations and programming/reprogramming.
- May perform complex title searches and abstracts property ownership and descriptions for correct title chain.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of civil engineering terminology, principles, techniques and math.
- Knowledge of subdivision development requirements including street lighting, road improvements, storm drainage and private and public utility systems.
- Knowledge of county arterial road network and map reading ability.
- Knowledge of standard practices, materials, tools, and equipment used in the Traffic Control Systems and Traffic Management Centers.
- Knowledge of legal aspects for determining correct property title, acquiring rights-of-way and easements, and the financial implications of such acquisitions.
- Knowledge of complex automated records information systems used to schedule and monitor the progress of public works and utility projects.
- Skill in performing mathematical problems with speed and accuracy.
- Skill in presenting technical information and analysis through oral presentation or precise writing skills.
- Ability to work with minimum supervision under broad guidelines and obtain, analyze, summarize and maintain technical engineering data and records.
- Ability to read and interpret basic civil engineering plans, maps, aerials, and survey symbols.
- Ability to identify, analyze and solve technical and administrative problems.
- Ability to communicate effectively with the general public, contractors, consultants and staff personnel.

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Revised	EEOC Code	Overtime Code
9/13	Technicians	Classified