City of Chesapeake	Class Title: Engineering Technician I

Job Class Code: 2420	FLSA Status: Non-Exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to provide basic technical engineering support in assigned area. The class is responsible for determining costs for various aspects of project development, assisting with project inquiries, and preparing and updating plans. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS
• Determining costs for various aspects of project development such as street and utility improvements.
• Prepares and updates project plans.
• Researches deed records of property ownership and other project information.
• Tracks, prepares, and maintains contract documentation.
• Assists the general public with project inquiries.
• Prepares reports summarizing project information such as subdivision footage.
• Performs related tasks as necessary such as conducting designated engineering studies.
• Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, geometric construction; may use deductive geometry, plane and solid, and rectangular coordinates.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices or uses a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others who depend on the service or product.
EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires any combination of education and experience equivalent to an associate's in engineering, drafting, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six months of related, full-time equivalent experience.
Special Certifications and Licenses	Depending on departmental operational requirements, may require valid driver's license and driving record in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/21/2020