



CLASS SPECIFICATION

Class Code: 60003025
Date Est: 10/2007
Last Reviewed: 09/2021
Last Revised: 09/2021
Last Title Change:
FLSA: non-exempt
Probation: 6 months

ENGINEERING TECHNICIAN

DEFINITION

Under supervision, performs plan review and a variety of technical engineering support assignments for the Washoe County Engineering and Capital Projects Division of the Community Services Department; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An Associates degree in Civil Engineering, Construction Engineering, or a closely related field and one year of full-time experience performing engineering technician work in development and utility plan review and inspection, surveying/drafting, or public infrastructure construction; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Review tenant improvement plans for commercial and industrial projects; review water rights dedications in support of reclaim water and sanitary sewer development code requirements; calculate reclaimed water, stormwater, regional road impact fees, sewer connection fees, and other fees and subsequently process associated payments; and transfer of project documents and responses with developers and engineers.

Review and condition building permits for single family residences.

Review landscape and irrigation plans; calculate reclaim water right dedication requirements.

Conduct preliminary civil improvement plan review for civil infrastructure, including but not limited to reclaimed water, stormwater and sewer infrastructure, grading and roadways.

Answer public inquiries on a variety of topics related to drinking water, wastewater, roadways, stormwater, etc.

Provide review for backflow and cross-connection compliance.

Coordinate shut down test for reclaimed and potable water systems to ensure no cross connection exists.

Maintains and updates development project data base.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Licenses, permits, plans, and fees processed within the Community Services Department.

Basic engineering mathematics including addition, subtraction, multiplication, and division.

Basic engineering principles.

Modern office practices, methods, and computer equipment.

Methods and techniques of record keeping.

English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

Respond to requests and inquiries from the public and County personnel related to the policies and procedures.

Complete multiple concurrent projects and manage priorities and tasks.

Review documents for accuracy and completeness.

Read and interpret plans, specifications, legal descriptions, and drawings.

Read, interpret and apply regulations, policies, and procedures.

Compile and analyze data.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with staff, the public, and representatives of other departments.

Read and comprehend legal property descriptions.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, crouch, and kneel. Ability to lift and move objects weighing up to 60 lbs. Ability to use hand tools, office, and other equipment. Ability to work outside in a variety of weather conditions.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.