



CLASS SPECIFICATION

Class Code: 60003025
Date Established: 10/2007
Last Reviewed: 07/2024
Last Revised: 07/2024
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 associate degree from an accredited college or university with a major in civil engineering, construction engineering, or a closely related field AND one year of full-time experience performing engineering technician work in land 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 and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises no supervision.

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; determine water rights dedications in support of reclaim water and sanitary sewer development code requirements; calculate reclaimed water, stormwater, regional road impact, and sewer connection fees, and other fees as required and subsequently process associated payments; and transfer of project documents and responses with developers and engineers.

Review, comment, and accept building permits for single family residences.

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

Complete 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, land development, entitlement applications, 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.

Maintain and update development project database.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Laws, rules, and regulations that apply to the assigned function.

Licenses, permits, plans and fees processed within the department.

Computer software specific to the department/division.

Ability to:

Effectively represent assigned department/division when coordinating services with internal and external stakeholders.

Understand the organization and operation of the County and external agencies as necessary to assume assigned responsibilities.

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

Entry Level *(Applicants will be required to demonstrate these through written, oral, performance or other evaluation procedures.)*

Knowledge of:

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.

Principles and practices of effective customer service and proper telephone, email, and in person etiquette.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and provide appropriate recommendations.

Read and comprehend legal property descriptions.

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 clearly and concisely, both verbally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office 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 various types of equipment including hand tools and standard office equipment. Ability to work under conditions involving exposure to electrical energy, gas, paint, and chemicals. 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.