

# **Engineering Technician**

Organization: Sumner County Government  
Department: Development Services, Engineering Division  
Job Type: Full Time  
Salary and Benefits: DOQ, plus a comprehensive benefits package  
Post Date: 11/07/2019  
Closing Date: Until Filled

Interested applicants should send their resume and three professional references to Richard Jones, County Engineer: [rjones@sumnercountyttn.gov](mailto:rjones@sumnercountyttn.gov)

Individuals selected for an interview will be required to complete a Sumner County Government Employment Application.

In order to be considered for this position, applicants must possess an unrestricted driver's License

Sumner County Government is an Equal Opportunity Employer

## **POSITION DESCRIPTION**

The Engineering Technician is responsible for providing technical support and assistance in the reviewing and processing various engineering plans, permits and specifications to ensure completeness and accuracy of documents prior to issuance. The position also generates computer aided design drawings for capital projects including data entry, revision and correction of existing drawings, maps and records. The position also provides assistance to the County's Planning and Engineering staff in the creation and maintenance of various databases related to pavement conditions, stormwater infrastructure, ongoing developments and other items to include Zoning and land use maps. The position assists the County Engineer in ensuring that that submitted development plans comply with the County Subdivision Regulations and Zoning Code with regard to areas such as site grading floodplain management, roadway design, and site drainage. The ideal candidate also possesses demonstrated knowledge and experience in the creation and maintenance of Geographic Information Systems databases and maps. This position reports directly to the County Engineer.

## **GENERAL CHARACTERISTICS OF A SUCCESSFUL CANDIDATE:**

The job requires excellent interpersonal skills, a strong customer service focus, and the ability to be flexible and to adapt within a new and evolving County Engineering Division. The nature of this position requires professionalism, strong critical thinking skills, the ability to apply logic and flexibility while accomplishing tasks and meeting goals. The individual must be able to acquire and process information quickly and accurately, recognize and appropriately handle time sensitive information, manage multiple tasks and projects simultaneously and maintain a pleasant, approachable demeanor with all internal and external contacts.

## **ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Provides technical support and assistance in reviewing and processing various County engineering plans and specifications; ensures completeness and accuracy of documents prior to approval.
- Operate computer operated design workstation to perform drawings for capital projects using designated computer applications.
- Prepares initial design sheets and maps to assist other staff members in project activities; provide assistance in the use of associated computer hardware and software.
- Reviews and processes encroachments, construction documents, agreements and other permits.
- Updates, revises and maintains the pavement management database; collect data from plans; enter accurate measurements of sites; prepares reports.
- Responds to public inquiries in a courteous manner; provide information within the area of assignment; resolves complaints in an efficient and timely manner.
- Participates in professional group meetings; stays abreast of new developments in the field of computer aided design.
- Assists the County Engineer in the review and approval of plans and specifications developed by engineers and architects for private developments;
- Assists the County Engineer in the administration of the County's inspection and construction financial surety program with subdivision developers throughout the approval, installation and acceptance process for public infrastructure.
- Assists in the inspection of infrastructure projects on site; coordinates and attends meetings regarding the progress and status of project completion;
- Assists in maintaining continuous liaison with various state and federal agencies regarding regulations, project approvals, and funding of projects;
- Works closely with municipal staff from surrounding jurisdictions in coordinating activities and service provision;
- Other duties as assigned by the County Engineer.

**THIS POSITION REQUIRES KNOWLEDGE OF:**

- Basic techniques of reviewing engineering plans and specifications.
- Basic techniques of civil drafting and computer aided design.
- Methods and techniques of revising and updating of plans and specifications.
- Operational characteristics of computer aided design systems and applications.
- Modern office procedures, methods and equipment including computers and supporting work processing and supporting work processing and spreadsheet calculations
- Principles and procedures of record keeping.
- Principles of basic report preparation.
- Office protocols; English usage, spelling and grammar and punctuation.
- Pertinent Federal, State and local laws, codes and regulations.
- Municipal design, construction, maintenance methods, materials and equipment;
- Applicable laws and regulatory codes related to the development and construction of public improvement projects;
- AutoCad, Civil 3D, MicroStation, or similar software programs used in the development of construction plans;
- Microsoft Office software suite at the advanced level (experience with Adobe Creative Suites preferred);
- General office practices, procedures, office equipment and customer service;

**THIS POSITION REQUIRES THE ABILITY TO:**

- Provide technical assistance in the review and processing of various plans and specifications. Read and interpret a variety of maps.
- Collect and analyze data pertinent to engineering projects.
- Prepare clear and concise technical reports.
- Operate a variety of computer equipment and software relative to the assigned area of responsibility.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Establish and maintain an effective working relationship with fellow employees, contractors, engineers, the general public, and elected officials.
- Discern sensitive interpersonal situations, learn style differences and respond accordingly;
- Prioritize competing deadlines and be able to anticipate and plan for changes in daily workload while balancing routine duties;
- Adopt and incorporate new and emerging technologies into daily work responsibilities;
- Develop or improve processes and systems to increase efficiency;

### **MINIMUM QUALIFICATIONS**

- Two years of increasingly responsible technical engineering experience.
- Possession of a bachelor's degree with relevant coursework and/or certifications in drafting, engineering, Geographic Information Systems, or related fields
- Any equivalent combination of education, training and experience, which provides the requisite knowledge, skills and abilities for this job.
- Prior experience performing similar functions within in a city or county government and/or relevant experience within the private sector is preferred.
- A demonstrable working knowledge of Municipal Separate Storm Sewer System (MS4) and Storm Water Management Program requirements is strongly preferred; to include possession of EPSC Level 1 Certification from the Tennessee Department of Environment and Conservation.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and heavy weight (up to 70 pounds with assistance). Tasks require the ability to traverse rough, ungraded terrain across significant distances. Tasks require situational awareness and the ability to perceive and physically avoid heavy construction vehicles and equipment on jobsites.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally. Some tasks require the ability to tolerate strong smells and loud noises.

**Environmental Factors:** Essential functions are regularly performed with exposure to adverse environmental conditions, including heat, cold, rain and frozen precipitation. Employee must be able to work out of doors in all weather on rough, ungraded terrain.

Sumner County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date