



CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina

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

Class Title:	Engineering Technician
Department:	Public Projects & Facilities
Class Code:	3155
Salary Grade:	G12
FLSA Designation:	Non-Exempt

General Statement of Duties

The principal function of an employee in this class is to provide technical engineering support to the Town's Engineering Division. The work is performed under the supervision and direction of the Town Engineer, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with Town Engineer, other Town management and personnel, Town Council, other elected officials, area business, contractors, consulting engineers, and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Prepares requests for proposals and qualifications, scope of work, and cost estimates; recommends consultant and contractor selections, participates in project related legal matters, coordinates with consultants, utilities, and other agencies, acquires necessary permits, processes pay requests from consultants and contractors, manages project budgets, designs and manages in-house projects;
- Provides support to other Town staff with computer applications, including CADD, GIS, and other software packages;
- Performs drafting and design work on Town infrastructure projects;
- Performs construction administration on Town infrastructure projects including inspections, resolution of field issues, coordinating with utilities, communicating with the public, managing schedule and budget, and ensure conformance to the design plans, specifications and applicable codes;
- Manages the Engineering Division's CADD standards, protocols, and files for surveying and design of Town projects;
- Manages on-call contracts for professional and maintenance/construction services;
- Provides assistance to the Town Traffic and Transportation Engineer and Town Engineer with the operation and maintenance of the Closed Loop Traffic Signal System, including collecting traffic counts, level of service intersection studies, and other traffic and transportation related issues;
- Performs routine maintenance and inspections of the traffic signal cabinets and makes emergency diagnoses and repairs;
- Makes field diagnoses and restores operation to traffic signal control devices and their components that have undergone electrical, electronic equipment or electrical wire/cable failure due to equipment failure, destruction of equipment, vandalism, weather conditions, road construction, etc.
- Assists in documenting the maintenance and operation of the hardware and software controlling the Town's closed loop signal system;
- Plans, manages, and/or conducts field surveying as necessary for engineering analysis, design, and/or construction layouts;
- Prepares technical reports and statistical analyses, including project progress reports; maintenance logs, traffic counts, technical correspondence, inventories and catalogs - maps, plans, utilities, engineering studies, and master plans;
- Provides coordination with utility companies on Town projects and utility projects to mitigate potential conflicts, evaluate design options, minimize impacts and reduce costs;

- Assists in the acquisition of road rights of way, defining alignments, ordering plats, working with the Town Attorney's office and communicating with property owners;
- Maintains a database of all Town maintained roads and dirt roads within the Town limits;
- Performs and documents annual inspections of Town roads for inventory purposes and determine maintenance needs for pavement, markings, signs, landscaping, etc.;
- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards (*See Safety manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of related Federal, State, and local policies, procedures, regulations, codes and ordinances;
- Knowledge of Town, Department, and Division operations, policies, and procedures;
- Knowledge of the principles, practices, and methods of civil engineering;
- Knowledge of the Town's development standards ordinances;
- Knowledge of environmental laws, and regulations;
- Knowledge of generally accepted construction standards and construction methods, materials, techniques, phases, practices, and procedures;
- Knowledge of traffic engineering principles and practices;
- Knowledge of traffic engineering terminology, and the ability to read and understand traffic plans and studies;
- Knowledge of computer program applications relating to traffic engineering;
- Knowledge of the principles of hydrology and hydraulics;
- Knowledge of sediment and erosion control standards and best management practices;
- Knowledge of GIS and CADD software used by the Town;
- Knowledge of construction plan, specifications, and construction details;
- Knowledge of the principles and practices of plan development and the use of all necessary drawing equipment and software;
- Ability to effectively and consistently interpret policies and ordinances to others;
- Ability to effectively present and promote department projects to the general public and media;
- Ability to develop complete and accurate plans, specifications, and construction notes;
- Ability to effectively serve as a liaison to and review and oversee the work of contractors;
- Ability to effectively detect discrepancies or deficiencies in project construction work and plans;
- Ability to make sound decisions and recommendations with respect to the cost-effectiveness and timeliness of construction;
- Ability to read and interpret blueprints, construction plans, and specifications;
- Ability to handle multiple projects simultaneously;
- Ability to address and resolve complaints and concerns of citizens and homeowners;
- Ability to make engineering computations accurately and efficiently;
- Ability to create or maintain computer databases;
- Ability to make quantity estimates and calculations accurately and efficiently;
- Ability to collect and analyze traffic flow data and to make subsequent recommendations;
- Ability to participate in the determination of traffic and transportation needs of the Town;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- Associate's Degree in Civil Engineering or related field; and
- Experience in AutoCAD civil drafting & design, project management, construction inspection, roadway construction, and/or traffic systems; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Valid Driver's License.

Work Conditions and Essential Physical Abilities

The principal duties of this class are performed in a general office and field environment, and require the following essential physical abilities:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects;
- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium;
- Crouching: Bending the body downward and forward by bending leg and spine;
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Grasping: Applying pressure to an object with the fingers and palm;
- Handling: Picking, holding, or otherwise working, primarily with the whole hand;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion;
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward;
- Reaching: Extending hand(s) and arm(s) in any direction;
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers;
- Standing: Particularly for sustained periods of time;
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles;
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly;
- Talking 2: Shouting in order to be heard above ambient noise level;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading;
- Visual Acuity 2: Including color, depth perception, and field vision;
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures;
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment;
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.