

## ASSOCIATE ENGINEERING TECHNICIAN - 268

### **DEFINITION OF WORK**

Under immediate supervision, performs responsible technical work in a variety of engineering and related assignments; does related work as required.

### **EXAMPLES OF WORK**

Calculates the costs and/or fees for the construction of street and utility improvements and/or sewers; lays out and prepares graphics of engineering related projects; researches real estate records for the determination of ownership for properties required for public purposes; prepares legal descriptions for a variety of engineering related projects; provides technical assistance to the public, answers or directs inquiries to proper City agencies; assists in the coordination of the installation, maintenance and modification of all municipal street lighting; performs preliminary review of a variety of construction plans and specifications to ensure compliance with administrative standards and policies; collects a variety of field data, makes notes, assembles reports; performs field inspections of projects to ensure compliance with prescribed standards; performs a variety of clerical related tasks in the reproduction and file maintenance of engineering records.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a high school diploma, supplemented by college level courses in engineering and some experience in subprofessional engineering work.

**Knowledge, Skills and Abilities:** General knowledge of basic construction and civil engineering principles, practices and techniques; general knowledge of engineering and business mathematics, surveying and drafting; general knowledge of standard office procedures, practices and equipment; general knowledge of the principles and terminology of the legalities of real estate acquisition; general knowledge of the City ordinances related to land improvement; ability to prepare technical engineering reports; ability to establish effective working relationships with other employees, public and private agency officials and the general public.

### **SPECIAL REQUIREMENT**

Possession of a valid North Carolina driver's license.