

ENGINEERING TECHNICIAN

General Statement of Duties and Responsibilities

This class of positions encompasses engineering technician work under varying degrees of supervision and levels of difficulty. There are four Assignment Levels within this class of positions. All personnel perform related work and may perform duties of lower level employees. May utilize computers and may drive motor vehicles. The following are typical assignments within this class of positions.

Assignment Level I

Under direct supervision, with little latitude for independent judgment, performs engineering technician work such as the following:

Examples of Typical Tasks

Prepare drawings and maps from data with or without sketches.

Reviews and interprets drawings and specifications.

Performs inspections and tests.

Participates in routine surveys and assists surveyors by performing various tasks.

Makes calculations which may require the application of geometric, trigonometric, and algebraic principles, formulae, and techniques.

Prepares reports, memos, and correspondence.

Maintains office records of drawings, plans, maps, surveys and inspection data.

Makes copies of drawings, traces, inks, and letters drawings.

ENGINEERING TECHNICIAN (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Checks for errors.

Participates in routine inspections, observing and checking the installation of materials or equipment and observing tests of same. Takes samples of borings, and insures conformance with plans and regulations.

Assignment Level II

Under supervision, with some latitude for independent judgment, in addition to performing the work of Assignment Level I, performs and may supervise engineering technician work of ordinary difficulty, such as the following:

Makes drawings from complex data, with or without sketches.

Addresses problems of frequent occurrence, extracts data from various sources, e.g., manuals, standard reference guides, field notes, reports, etc., and applies well-defined methods and principles to such resolve the problems.

Reads and interprets complex drawings, such as those involving an unusual projection and checks for errors.

Makes inspections of complex installations to insure conformance with plans.

Participates in unusual surveys.

May supervise a small squad performing routine engineering technician work, including drafting.

ENGINEERING TECHNICIAN (continued)

Assignment Level III

Under general supervision, with latitude for independent action and decision-making, in addition to performing the work of Assignment Level II, supervises and/or performs engineering technician work such as the following:

Examples of Typical Tasks

Makes, traces, inks and letters drawings of acceptable standard quality.

Is responsible for the indexing, accessioning and filing of maps, plans and drawings.

Assists in the preparation of specifications and estimates of quantities.

Assists engineers in the gathering and selection of data and in the treatment of the data.

Supervises a squad in the performance of engineering technology work.

Assignment Level IV

Under direction, with great latitude for independent judgment and decision-making, in addition to performing the work of Assignment Level III, performs supervisory engineering technician work, such as the following:

Examples of Typical Tasks

Supervises a section of several groups of technicians of various levels.

Directs the standardization of drafting room and other technician procedures.

Reviews work of subordinates for quantity and quality. Prepares work schedules and progress reports.

ENGINEERING TECHNICIAN (continued)

Qualification Requirements

For Assignment Levels I – II

1. A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization and two years of full-time satisfactory experience as an engineering technician; or
2. An Associate degree from an accredited college or technical institution with a specialization in engineering technology; or
3. A combination of education and experience which is equivalent to two years of satisfactory experience. To determine educational equivalency for experience, see "Special Note" below.

Special Note

One year of experience credit will be given for each 30 semester credits for college education leading to a degree from an accredited college in engineering technology. However, all candidates must have at least a high school diploma or its educational equivalent.

License Requirement For Certain Positions

For assignment to certain positions, the candidate must possess at the time of appointment or assignment a Motor Vehicle Driver License valid in the State of New York. This license must be maintained for the duration of employment.

ENGINEERING TECHNICIAN (continued)

Additional Qualification Requirements

For Assignment Levels III – IV

To be eligible for placement in Assignment Levels III and IV, individuals must have, after meeting the requirements for Assignment Levels I and II, either

1. At least one year of satisfactory service as an Engineering Technician with the City of New York; or
2. A Baccalaureate degree in engineering technology from an accredited college; or
3. After meeting the minimum requirements described for Assignment Level I, at least two additional years of full-time satisfactory experience performing engineering technician work; or
4. A satisfactory combination of education and experience equivalent to Additional Qualification Requirement "3" above and in "Special Note" above.

Direct Lines of Promotion

From: None

To: None