



## COUNTY OF NYE

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### **CLASS TITLE: ENGINEERING TECHNICIAN I**

#### **BASIC FUNCTION:**

Reports to the Director of Public Works or designee; performs a variety of sub-professional field and office engineering work.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Assists engineering staff in investigation, research, survey and testing relating to engineering planning, design and construction matters.
2. Performs basic mathematical calculations.
3. Provides customer services to engineering and developers in plan intakes, permits, consultation meetings, review and approval
4. Keeps, organizes and files engineering data and records.
5. Uses field instruments and equipment for material testing, inspection, and vertical and horizontal control in road construction.
6. Good understanding and working skill in the use personal computer including creating and reading spreadsheets, graphic presentation, emails and memos.
7. Good in interpersonal skill and public relations
8. Provides assistance to senior staff as needed.

#### **EDUCATION AND EXPERIENCE:**

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: High school graduation or equivalent (G.E.D.) or an equivalent combination of education, training and experience in which the applicant has demonstrated possession of the required level of knowledge, skills, and abilities.

#### **Ability to:**

Ability to read, interpret and understand basic engineering and architectural drawings, specifications, policies, details and construction notes; Ability to communicate effectively both in writing and verbally to obtain information and explain data; Ability to perform repetitive work according to prescribed procedures, sequence, and pace. Ability to perform basic hand and/or computer aided drafting.

#### **LICENSES:**

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1	NCEA Grade 10 FLSA Status – Non Exempt
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11/1/06 Revised 6/3/08 Revised 10/20/09
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Valid Nevada driver's license.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

None

**CONTACTS:**

Supervisor, co-workers, and public.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Subject to physical effort on an on-going basis.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Subject to noise, dust, chemicals, and fumes.