

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97366
Job Class Code:	270	Salary Schedule:	ANONREG
EEO Category:	03	Grade:	S4
Workers Comp Code:	8601		

Job Code Established:	01/01/00	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION ENGINEERING TECHNICIAN I

HRIS TITLE: TR ENGRG TECH I

WORK DESCRIPTION: Develops and maintains highway engineering records; maintains necessary files for work unit; responds to requests for information from other agency staff and the public.

WORK ACTIVITIES: gathers data and supplies data for computer input in order to receive precise calculations for detailed engineering drawings.

Files maps and retrieves maps from files according to a prescribed filing system.

Logs or records all work flowing into the work unit, processed, or flowing out, in order to have accurate history of work or work performed.

Uses a plotter (such as xynetics) to prepare forms and illustrations; codes plotter program forms, calculates letter sizes, scales illustration to paper size; codes necessary data, and operates a key punch to cut cards necessary to have the plotter execute the form or illustration.

Gives and receives information requiring some judgment or discretion regarding current and specific business of the work unit, by telephone or by direct personal contact.

Searches for and retrieves information from files, and responds to informational requests requiring some judgment or discretion regarding current and specific business of the work system, as reflected in the records; this communication may be by telephone or by direct personal contact.

Compiles a keyboard on a data entry device, punching input data on cards or tapes or typing into data terminal.

Performs related work as required.

WORK CONDITIONS: No unusual work conditions.

SUPERVISION: Works under the general supervision of a first-line supervisor and exercises some independent judgment within well established program parameters and guidelines.

WORK RESULTS/PRODUCTS: Complete, updated engineering records.

RESPONSIBILITY: Accuracy and completeness of records; timely and accurate completion of projects assigned.

AUTHORITY: Providing accurate information regarding engineering records as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: methods, procedures and techniques used in reading and interpreting basic engineering data such as plans, maps, and computer printouts; computer data, coding, input, and output procedures; methods and procedures used in researching a variety of engineering files to obtain specific information; agency standards, policies and procedures applicable to the area of assignment.

Skill/Ability to: operate a variety of office equipment; reading and interpreting basic engineering data; preparation of reports according to established guidelines; interpersonal relations, as applied to contacts with other agency staff, representatives of other governmental agencies, and the public.