

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV97367</b>
<b>Job Class Code:</b>	<b>270</b>	<b>Salary Schedule:</b>	<b>ANONREG</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>S5</b>
<b>Workers Comp Code:</b>	<b>8601</b>		
<b>Job Code Established:</b>	<b>01/01/00</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Transportation Series

**JOB CODE TITLE:** TRANSPORTATION ENGINEERING TECHNICIAN II

**HRIS TITLE:** TR ENGRG TECH II

**WORK DESCRIPTION:** Reviews and evaluates a variety of engineering data to ensure accuracy and completeness; coordinates the maintenance of engineering records; may act as lead worker for lower-level staff.

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

Draws detailed maps, using survey data.

Calculates land areas, earth forms, circular curves, material quantities, and other quantitative measurements using geometric and trigonometric computations.

Examines and verifies numeric data and specifications on source documents by recalculating computations, using geometry and trigonometry.

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

Draws maps and cartographic illustrations.

Uses a plotter (such as xyntics) 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.

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

Codes data in preparations for data processing input.

Corrects errors in computer output data, and resubmits to operations supervisor for a rerun.

Instructs, guides, and counsels subordinate-level workers in carrying out a variety of tasks.

Reviews, verifies, or inspects work of subordinate-level workers, for quality control.

Using survey instruments and equipment, performs location, strata, topographic, boundary, drainage, and other measurements as required in the construction of highway or other construction projects.

Performs related work as required.

**WORK CONDITIONS:** No unusual work conditions.

**SUPERVISION:** Works under the general direction of a first-line supervisor and exercises considerable independent judgment within established program parameters and guidelines.

**WORK RESULTS/PRODUCTS:** Complete, updated engineering records; properly maintained files.

**RESPONSIBILITY:** Timely and accurate completion of all projects assigned; scheduling and prioritizing work assignments within established time frames.

**AUTHORITY:** Approves or disapproves work projects completed in the work unit.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** methods, procedures and techniques used in reading and interpreting a variety of engineering data; computer data, coding, input, and output procedures; mechanical and freehand drafting procedures and techniques; Federal and State statutes and agency standards, policies, and procedures applicable to the area of assignment.

**Skill/Ability to:** read and interpret a variety of engineering data; oral and written communication; operation of a variety of office equipment; operation of a variety of drafting equipment