

Code: 2467

Title: *ENGINEERING PLANS TECHNICIAN*

**SUMMARY:** Performs preliminary technical review and coordination of engineering plans for construction, development and/or wastewater projects and, depending upon department or area of assignment, conducts field work for the location, inspection and evaluation of wastewater systems or reviews and processes re-zoning, wide-load, right-of-way, and sewer permit applications. This is distinguished from other engineering technical classifications by its responsibility for paraprofessional technical review of plans and/or participation in fieldwork affecting wastewater projects and systems and also is distinguished from the Engineering Plans Technician-Senior classification which has final review authority for engineering plans.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

**General Duties:**

Reviews engineering plans for construction of wastewater pretreatment systems to insure compliance with local ordinances and codes;  
Reviews and processes applications involving, but not limited to sewer connections, fee assessment, re-zoning, wide-load and right-of-way use permits and issues permits;  
Reviews building plans for fee assessment and discharge issues;  
Performs preliminary review of engineering plans and subdivision plats for development projects focusing on design specifications, right-of-way and access requirements;  
Researches, reviews, and provides technical information in response to requests from developers, manufacturers and the general public concerning re-zoning and/or existing sewer facilities and/or for evidence of sewer connection information and/or sewer user permit fees previously paid;  
Maintains specialized databases, inputs and retrieves data and produces computer reports and/or lists;  
Gathers and compiles data and reviews details, estimates, reports and specifications for the construction, alteration and maintenance of a variety of civil engineering projects;  
Maintains and prepares reports for engineering inspection and assessment and various reports required for engineering assignments;  
Organizes and maintains all file information (electronically and/or manually), including memos, letters, reports and agenda materials;  
May lead Public Works Engineering Technicians, Engineering Plans Technicians and other staff in special studies/projects as assigned by the supervisor.

**Development Services Unique Duties:**

Writes transportation reports for re-zoning cases, which includes research of other developments in the immediate vicinity, right-of-way considerations and traffic impact analysis and submits to the Civil Engineering Assistant for review and approval.

**Wastewater Management Unique Duties:**

Coordinates the inspection and maintenance of sewer lines and analyzes Closed Circuit Television (CCTV) tapes for defects and recommends appropriate action based on structural condition evaluations;  
Assists in sewer system inspection and evaluation;  
Plans, performs and processes survey data for operations;  
Performs Global Positioning Satellite (GPS) survey data adjustments and quality control using specialized computer software and maintains GPS software updates;  
Performs field work locating manholes and other sewer system features and performs reconnaissance field work to locate sources of sewer system storm water inflow and infiltration;  
Performs field inspections (sites/homes/buildings) to either perform fixture unit count in preparation for

building abandonment, remodeling or code compliance;

Reviews easement descriptions and other parcel information to verify ownership and sewer accessibility;

Often performs extensive computer based data reviews.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- federal, state and local regulations, rules, ordinances and standards pertaining to construction, zoning and wastewater;
- departmental policies and procedures;
- internal review processes for engineering plans and plats;
- public works engineering design concepts and specifications;
- traffic analysis techniques and procedures;
- surveying and engineering fundamentals;
- field engineering and construction applications;
- application of computer-based resources to facilitate work.

Skill in:

- reading and interpreting engineering plans, plats, specifications, codes and ordinances;
- expressing technical findings orally and in writing;
- personal computer applications;
- inspecting wastewater systems and findings (directly or remotely);
- communicating effectively.

**MINIMUM QUALIFICATIONS:**

**EITHER:**

(1) Completion of 18 semester hours of college level course work from an accredited college or university in an engineering (mechanical, civil, electrical) or related discipline as determined by the appointing authority at time of recruitment, e.g., hydrology, environmental sciences, architecture, watershed management, transportation, soil and water science, etc. and two years of experience reviewing engineering plans.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

**OR:**

(2) Two years of experience with Pima County as a Public Works Engineering Technician or Engineering Intern.

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** Some positions may require a valid Arizona Class D driver's license at the time of appointment or prior to completion of initial/promotional probation. Some positions may require that an Arizona Collection System Operators Certification (Grade I) be obtained within 6 months and a Collection System Operators Certification (Grade II) be obtained within 1 year. Failure to obtain/maintain the required certifications shall be grounds for termination.

**Special Notice Items:** Field tasks can include hiking in rough terrain, oftentimes in adverse weather conditions.

**Physical/Sensory Requirements:** Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 07/02/03<sub>(gs/tb)</sub>

Updated 05/07/09<sub>(tb)</sub>