



# CLASS TITLE | ENGINEERING TECHNICIAN II

PAY GRADE: AT-32 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Class Code: 3524

Effective Date: 08/02/2023

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**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs a variety of technical engineering and surveying work; and performs other related duties as assigned.

## ESSENTIAL TASKS:

- Designs, drafts (using CADD), analyzes, and plans for Public Works projects in accordance with accepted standards and specifications
- Determines location, size, elevation, and grade of water and sanitary sewer lines
- Lays out improvements, including geometry
- Reviews and prepares as-built drawings of Public Works projects for computer file
- Writes and executes contracts
- Computes quantities of materials used in estimates and construction of Public Works projects
- Works with Legal Department on interpretation of legal descriptions for ownership and encroachments
- Requests and reviews surveys by utilities, consultants, and other City agencies for compliance with State of Oklahoma Minimum Standards for Surveys
- Operates various computer software, including word processing, database, Cogo, CADD, project planner and scheduler, and GIS
- Supervise data collection and data entry
- Negotiates and coordinates with utilities for location
- Enforces technical City ordinances
- Conducts field inspections, investigations, and evaluations of various projects
- Prepares preliminary cost estimates for proposed engineering projects
- Assists in preparation and report of capital budget
- Prepares project status reports
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

## QUALIFICATIONS:

Training and Experience: Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of 60 hours from an accredited college or university in the field of pre-engineering or other relate fields; **and,**
- (b) Four (4) years of experience relevant to the essential tasks listed in this job description

## Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles, practices, methods, and techniques of subprofessional engineering
- Considerable knowledge of mathematics required to perform engineering calculations
- Considerable knowledge of construction techniques
- Good knowledge of various related software packages
- Good knowledge of surveying



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### Ability to:

- Design Public Works projects
- Perform engineering calculations
- Interpret and enforce technical ordinances and regulations
- Courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, climbing, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

### Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license
- b) Possession of a Certified Technician certificate by the National Institute for Certification of Engineering Technicians must be obtained; **and/or**
- c) Registration as a Land Surveyor Intern or Professional Land Surveyor licensed by the State of Oklahoma must be obtained; **and/or**
- d) Obtain an Oklahoma Local Technical Assistance Program (LTAP) Road Scholar Certificate; **and**
- e) An ODEQ Class D Water or Wastewater license within twenty-four (24) months of hire in some positions

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; may be exposed to traffic, confined spaces, temperature/weather extremes and climbing hazards; and requires travel to various City locations and shift changes for assigned duties.

**EEO Code: N-03**

**Group: Engineering, Planning and Technical**

**Series: Subprofessional Engineering and Technical**