



CLASS TITLE | ENGINEERING TECHNICIAN II

PAY GRADE: AT-32 | www.cityoftulsa.org/pay

Effective Date: 09/02/2026

CLASS CODE: 3524

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:

- Interprets record drawings, design drawings, and Geographic Information System (GIS) data to determine the location, size, and elevation of stormwater, water, and sanitary sewer lines
- Reviews engineering plans
- Processes contractor redlines and record drawings for Capital Improvement Program projects and Infrastructure Development projects for computer file and permanent records
- Computes quantities of materials used in estimates and work performed in construction projects
- Responds to closure and encroachment applications as well as license agreements
- Gathers data for internal and public open records requests
- Operates various computer software such as Microsoft Office programs, Survey Coordinate Geometry software, Computer-Aided Design and Drafting (CADD), ArcGIS Engineering Atlas, utility maps, and Bluebeam
- Performs and coordinates data collection and data entry
- Coordinates with other City departments for utility locations
- Conducts field inspections, investigations and evaluations of various projects
- Prepares and updates project status information
- 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:

- (a) Graduation from an accredited college or university with a Bachelor's Degree in Science; **or**
- (a) Completion of an Associate's degree or sixty (60) hours from an accredited college or university in the field of pre-engineering or other related technical field; **and**
- (b) Four (4) years' experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:

- Principles, practices, methods, and techniques of standard engineering practices
- Mathematics required to perform quantity calculations
- Construction techniques and project timelines
- Various related software packages with reference to civil engineering and/or utilities
- Surveying practices and principles

Ability to:

- Assist in the design of civil engineering projects
- Perform mathematical calculations
- Communicate requirements of ordinances and regulations
- Courteously and tactfully communicate with internal and external customers in giving and receiving information

Skill in:

- Analyzing data to provide pertinent information and reports
- Teamwork and motivational skills
- The use of computers, software and operating systems

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to fifty (50) 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:

All departments:

- Possession of a valid Oklahoma Class “D” Driver license; **and,**

Public Works & Development Services Departments:

- Possession of a Certified Technician certificate by the National Institute for Certification of Engineering Technicians must be obtained within twenty-four (24) months of hire date; **or**
- Registration as a Land Surveyor Intern or Professional Land Surveyor licensed by the State of Oklahoma must be obtained within twenty-four (24) months of hire date; **or**
- Obtain an Oklahoma Local Technical Assistance Program (LTAP) Road Scholar Certificate within twenty-four (24) months of hire date

Water and Sewer Department:

Water Design: Possession of a Class “D” Water Operator certification as issued by the Department of Environmental Quality (DEQ) within twenty-four (24) months of hire date.



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Wastewater Design: Possession of a Class "D" Wastewater Operator certification as issued by the Department of Environmental Quality (DEQ) within twenty-four (24) months of hire date.

Stormwater Design: Possession of a Certified Floodplain Manager's certificate within twenty-four (24) months of hire date.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; may be exposed to traffic, 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