

**Open to the Public
As of March 1, 2019**

Engineering Technical Specialist

Primary Function

Performs a variety of surveying and engineering research, report writing, file maintenance, public relations and office administrative duties for professional engineering staff and departmental management; receives and responds to complaints; performs studies and prepares reports; researches engineering topics, prepares basic engineering calculations; maintains engineering and transportation/traffic records; performs field observations and surveys; updates maps and drawings, and related work as directed. Provides CAD and GIS support to engineering staff in developing design drawings for construction projects and maintains/updates record drawings of City assets.

Education, Training and Experience

- A two-year technical degree in civil engineering technology, surveying, CAD, or construction required, or a combination of a two-year degree with relevant work experience.
- Two (2) – four (4) years of CAD related work experience required.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.

Comments

- Requires frequent walking, standing and kneeling.
- Requires operation of a motor vehicle.
- Works around motorized or moving equipment and machinery.
- Requires occasional lifting up to 50 lbs with use of handcarts and hoists is required.
- Job requires walking, squatting, bending, kneeling, reaching, climbing, crawling for up to eight (8) hours a day, frequently in unfavorable weather conditions.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

Salary: \$51,221.07 - \$71,709.51, dependent upon qualifications

Full-Time; Excellent City benefit package

Applications will be accepted until the position is filled.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: **Engineering Technical Specialist**
Department: **Public Works**
Job Grade: **1013**
Reports To: **City Engineer**

Job Code: **2171**
FLSA: **Exempt Professional**
Effective Date: **8/2006**
Revision Dates: **6/2008; 3/2009; 6/2010;
1/2017, 2/2019**

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Principle Duties & Responsibilities

- Follows safe practices in the performance of duties.
- Maintains and develops CAD and GIS records as it relates to the drawings and plans for all City construction contracts and as-built drawings, including but not limited to sewer, water, green infrastructure, stormwater, street lights, and traffic signals.
- Prepares CAD drawings for engineering construction projects.
- Receives and responds to design One Call requests.
- Manages electronic files of as-built drawings.
- Convert paper record drawings to CAD.
- Coordinate with field crews to update record drawings based on field conditions.
- Performs site surveys and field measurements of existing features using GPS equipment and manual equipment as needed.
- Assist in maintaining an electronic version of the City Plan.
- Assists in developing, maintaining and updating the City's construction specifications, guidelines and details as needed from time to time.
- Performs, or assists, in reviewing of design plans, specifications and survey documents.
- Coordinates with other City Departments and Bureaus to provide support.
- Research deeds and plans from Court House records and other sources.
- Fills in for Right-of-Way inspectors as needed, performing inspections of paving operations, water and sewer installations, etc. to ensure that the work is in compliance with specifications, materials used, and workmanship applied.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices related to Public Works.
- Proven proficiency in drafting techniques including the use of CAD software related to civil engineering and surveying projects. Passing a CAD proficiency test is required.
- Familiarity with GIS (ESRI software) and ability to update and manipulate data for analysis purposes.
- Self-motivated and ability to work with little supervision or oversight. Detail oriented with emphasis on accuracy.
- Proven proficiency in knowledge, understanding and use of the Microsoft (or similar) suite of tools (Word, and Excel, Outlook) is required.
- Proven ability to interpret, verify, and accurately enter data into a computer database is required.
- Ability to operate a vehicle on private and public streets is required.
- Proven ability to:
 - a. work well under pressure and to maintain positive interactions
 - b. multi-task in a fast-paced environment

City of Lancaster Job Description



Job Title: Engineering Technical Specialist	Job Code: 2171
Department: Public Works	FLSA: Exempt
Job Grade: 1013	Effective Date: 8/2006
Reports To: City Engineer	Revision Dates: 6/2008; 3/2009 ; 6/2010; 1/2017, 2/2019

- c. read, write, speak and comprehend English
- d. work as part of a team and to collaborate successfully with others.
- e. adapt to new or changed situations and to show flexibility in making improvements in work processes and operations
- f. exhibit customer-centered behaviors and to focus on customer needs

Education, Training and Experience

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Licenses and Certificates

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Environmental Conditions

- Exposed to inclement weather and extreme temperature, including long periods of standing outdoors.
- Works outdoors and indoors with, or without, heat and/or air conditioning.
- Exposure to noise and pollution.
- Indoors, Environmentally Controlled.

Safety Equipment Used or Needed

- The City provides the use of safety glasses, hard hats, gloves, etc.

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