

Jurisdictional Class: Competitive  
Adopted: July 3, 1991  
Revised: May 11, 2010

## **ENGINEERING TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible technical work involving assigned duties in field survey parties and inspectional duties on construction projects, with difficulty of assignments gradually increasing as proficiency is acquired. General instructions are received from an immediate supervisor allowing a limited amount of independent judgment on matters of procedure. Supervision may be exercised over subordinate employees. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Conducts surveys in order to obtain information on routes for power lines;  
Draws maps from surveying notes for company records and performs some drafting work;  
Inspects work area for conditions that might effect construction;  
Draws up work orders;  
Inspects construction site when completed;  
Surveys distribution lines, street lighting, and traffic lighting systems for possible repair needs;  
Keeps daily inventory of materials;  
Secures right-of-way permits for installation of pole line equipment;  
Maintains engineering and surveying instruments in working order;  
Maintains substation equipment drawings and files;  
Maintains transmission, distribution, street lighting, and mapping systems;  
Maintains transformer records;  
Maintains Cost Property records (CPR) volumes;  
Prepares joint pole proposals;  
Prepares security light contracts for customers;  
Works with various computer systems to perform duties (mapping systems, CADS systems, computer networks, etc.);  
Works with MS DOS operating system, word processing, databases, and spreadsheet programs.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of engineering field and survey work;  
Good knowledge of drafting and mathematics;  
Good knowledge of policies and materials used in electrical power plant, substations, transmission and distribution systems;  
Good knowledge of design, construction, operation, and maintenance of electrical power plant, substations, transmission and distribution line procedures;  
Good knowledge of computers as it relates to mapping systems, CADS systems, computer networks, and other electrical field related systems;  
Manual skill and mechanical aptitude;  
Accuracy.

## Engineering Technician

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in engineering science or civil or architectural engineering technology or related field; and one (1) year of experience in assisting in electrical, civil, or mechanical engineering which shall have included the use of various computer systems; or
- (b) Graduation from a New York State registered or regionally accredited college or university or technical institute with an Associate's Degree in engineering science or civil or architectural engineering technology or related field; and three (3) years of experience in assisting in electrical, civil, or mechanical engineering which shall have included the use of various computer systems; or
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in assisting in electrical, civil, or mechanical engineering which shall have included the use of various computer systems; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

**SPECIAL REQUIREMENTS:** Eligibility for an appropriate New York State Driver's License at time of application. Possession of license at time of appointment.