



Job Description

TITLE: Engineering Technician I	JOB CODE: 3611
DEPARTMENT: Public Works	FLSA: Non-Exempt
PREPARED: September 12, 2017	FLSA CLASS: Professional
UPDATED: April 13, 2022	LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general supervision of a senior engineer, the Engineering Technician performs a variety of technical duties related to the development of projects and civil engineering objectives of the San Juan County Public Works Department.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs a variety of working level technical duties related to the development or creation of digitized maps and plans through geographic information system (GIS), AutoCAD, or related computer program application(s).
- Digitizes existing and new additions to public works, engineering or planning facilities, operations, master plans, and related documents.
- Assists in the design of new public works infrastructure to include but not limited to roads, drainages, and associate appurtenances.
- Researches records of plats and property descriptions to determine property location, boundaries, and size; draws appropriate changes or additions to existing maps; prepares legal descriptions as required.
- Researches and conducts miscellaneous planning project assignments.
- Performs field inspections and maintains as-built records of Public Works projects.
- Produces maps, surveys, engineering drawings, graphics, and data base reports from GIS system and AutoCAD software.
- Monitors external contractors and utility operators conducting work within County Right of Ways.
- Prepares, plans, performs inspections, and maintains records of SWPPP, MS4, or other storm water programs.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the basic practices and techniques of civil engineering.
- Knowledge of GIS, digitized mapping systems and procedures, and Autodesk Software.
- Knowledge of pertinent federal, state, and county specifications, codes, ordinances, policies, and procedures.
- Knowledge of occupational safety and health rules and regulations.
- Knowledge of customer service and public relations methods and practices.
- Skill in organizing information and preparing digitized maps for users.
- Skill in reading and interpreting engineering plans and specifications and related documents.
- Skill in assessing and prioritizing multiple tasks, projects, and demands.
- Skill in data collection and analysis.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in operating a personal computer and software applications, including GIS, AutoCAD, and MS Office Suite.
- Skill in maintaining accurate records and files of work projects.

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- Skill in establishing and maintaining effecting working relationships with elected officials, County staff, and the general public.

Education and Experience

- Associate’s Degree in Engineering Technology, Surveying, or similar program and zero to three (0-3) years of experience in related field, or equivalent combination of education and work experience sufficient to perform the duties of the position.
- A Bachelor’s Degree in Civil Engineering is desirable.
- Certification as an Engineer in Training (EIT) is desirable
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and field environment; may be subject to repetitive motion such as typing, data entry, and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lift such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____