

BANNOCK COUNTY **CLASS SPECIFICATION**

CIVIL ENGINEERING TECHNICIAN

Department: Planning and Development
FLSA Designation: Non-Exempt

Pay Grade: 9
Effective Date: 10/04, 8/09

Purpose of Class

Performs professional and administrative support tasks to compile and prepare maps, construction drawings, databases and other planning documents for the Planning and Development Department; performs related work as required.

Primary Function

The principal function of an employee in this class is to collect and compile accurate data for planning purposes, including preparing maps, reports, and construction site drawings, and performing research. The work is performed under the direct supervision of the County Engineer. The principal duties of this class are performed in a public building environment, with some fieldwork.

Essential Duties and Responsibilities (will vary by assignment)

- Drafts construction drawings, site plans, and maps for County construction, zoning, public works, and other related projects;
- Performs research on land use, zoning, road rights of way, building, demographics, density, mapping and other related issues;
- Performs research using sources that include, but are not limited to, field investigations, state and other government agencies, local governments, libraries, city and County records, personal interviews, and computerized data bases;
- Develops and prepares site maps, reports, data bases and spreadsheets, and other information storage and presentation formats for use by planning staff and County Planning and Zoning Council and other agencies and bodies;
- Maintains various databases for planning and zoning information;
- Prepares and updates maps and other documents;
- Assists customers at the front counter, providing information on land use and planning, zoning ordinances, regulations and permit processes, variances, and related issues.
- Prepares property and agency notification lists;
- Receives and records exhibits regarding individual cases;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Reading, interpreting, and preparing maps, construction and site drawings, and other planning and zoning-related documents;
- English grammar, spelling, punctuation, and composition;
- Operation of a personal computer and job-related software applications;
- Computer-assisted mapping and graphic systems;
- Current office practices and procedures;
- Record keeping and filing practices and procedures.

Ability to:

- Record and verify geographical information;
- Prepare maps, informational packets and other materials;
- Prepare construction and site plan drawings;
- Explain Department functions to provide general information and detailed Department processes and procedures;
- Analyze issues, independently make decisions and exercise good judgment in administrative management tasks;
- Maintain complex records efficiently and accurately and to prepare clear and concise reports;
- Maintain confidentiality of information processed or prepared;
- Conduct research and analysis of projects and development proposals;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials and the public;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Communicate effectively both orally and in writing;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Maintain a professional demeanor during stressful situations;
- Understand and follow oral and/or written policies, procedures and instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Associate degree in engineering technology or an equivalent is required; and
- Three (3) years engineering support experience, preferably in a planning and zoning environment, is required; and
- Experience in CAD mapping is preferred; or

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to comprehend verbal instructions and communicate effectively on the telephone, in writing and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to discern written work instructions, record land data, and review and update departmental maps and plans;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to standard office equipment and computer equipment;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office and field environment.