

ASSOCIATE ENGINEERING TECHNICIAN

Duties and Responsibilities

This class of positions encompasses technical and supervisory work of varying degrees of difficulty. There are several assignment levels within this class of positions. The following are typical assignments within this class of positions. All personnel perform related work.

ASSIGNMENT LEVEL I

Under general supervision, performs the following technical work:

Makes, traces, inks and letters drawings of acceptable standard quality.

Is responsible for the indexing, accessioning and filing of maps, plans and drawings.

Assists in the preparation of specifications and estimates of quantities.

With reference to problems of unusual occurrence, extracts data from various sources, e.g., manuals, standard reference guides, field notes, reports, etc., and applies well-defined methods and principles.

Makes all necessary calculations short of calculus.

Assists engineers in the gathering and selection of data and in the treatment of the data.

Supervises a squad in the performance of work at the level of Engineering Technician.

ASSIGNMENT LEVEL II

Under direction, performs the following supervisory work in the technical field:

Supervises a section of several groups of technicians of various levels.

Directs the standardization of drafting room and other technician procedures. Reviews work of subordinates for quantity and quality. Prepares work schedules and progress reports.

Qualification Requirements

1. Graduation from an accredited community college or technical institution with a baccalaureate degree in engineering technology; or

ASSOCIATE ENGINEERING TECHNICIAN (CONT'd.)

2. Graduation from an accredited community college or technical institution with an associate degree in engineering technology, plus two years of full-time paid experience as an engineering technician; or
3. High School graduation or evidence of having passed an examination for the high school equivalency diploma or the United States Armed Forces G.E.D. certificate with a score of at least 35 on each of the five tests and an overall score of at least 225 in the examination for the certificate, plus four years of full-time paid experience as an engineering technician; or
4. Experience and/or education which is equivalent to (1), or (2), or (3) above.

Direct Lines of Promotion

From: Engineering Technician (20113)      To: None