



ENGINEERING TECHNICIANS

General Summary

Engineering Technicians are primarily trained in the skills and techniques related to a specific branch of engineering, with a practical understanding of fundamental engineering concepts. Engineering Technicians often assist Engineers and Technologists in projects, research and development in numerous disciplines such as Engineering, Water Resources, Surveying and Drafting.

Engineering Technician I

Jobcode: ENET13

Pay Band: EA

FLSA Status: Non-Exempt

Distinguishing Characteristics

Under close supervision, performs a variety of basic office and field technical engineering tasks related to drafting, construction plan review, surveying, inspecting, office research and assisting the public.

Recommended Education and Experience for Full Performance

High School Diploma or equivalent and two (2) years of relevant experience.

Minimum Qualifications

High School Diploma or equivalent.

Essential Duties and Responsibilities*

- Performs basic data gathering.
- Operates tools and equipment for data gathering.
- Performs basic inspections and verifications for field measurements and perform basic testing.
- Performs basic maintenance at field stations and prepare and maintain field equipment
- Performs basic GIS operations.
- Performs basic CAD production.
- Performs basic data entry into existing database.
- Performs basic customer interaction, primarily in the field.
- Performs basic office duties, to include assisting phone and walk-in customers, filing, etc.

Engineering Technician II

Jobcode: ENET15

Pay Band: EB

FLSA Status: Non-Exempt

Distinguishing Characteristics

Under general supervision performs moderate to complex technical engineering tasks related to the analysis of construction materials, development plans, specifications and contract administration and inspections.

Recommended Education and Experience for Full Performance

High School Diploma or equivalent and four (4) years of relevant experience.

Minimum Qualifications

High School Diploma or equivalent and two (2) years of relevant experience.

Essential Duties and Responsibilities*

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- The primary focus of the role at this level is the performance of work at a moderate level of complexity in technical fields.
- Perform moderately complex GIS operations.
- Perform analysis and interpretation of data at a moderate level of complexity.
- Prepare and interpret plans at a moderate level of complexity.
- Provide data for the preparation of reports to be used by professional and managerial employees.
- Perform preparation of drawings, plans, maps and moderately complex CAD production.
- Review permits for compliance.
- Performs customer interaction, which may be in the field or in an office setting.
- Inputs data into existing databases.
- Assist customers with permitting processes.
- Assist and coordinate with other local, state, and federal agencies in the administration of permits.

Engineering Technician III

Jobcode: ENET17

Pay Band: EC

FLSA Status: Non-Exempt

Distinguishing Characteristics

Under limited supervision performs more complex technical engineering tasks, such as soils and materials testing, encroachment inspections. May serve as senior worker or as lead of a field survey crew.

Recommended Education and Experience for Full Performance

High School Diploma or equivalent and six (6) years of relevant experience.

Minimum Qualifications

High School Diploma or equivalent and four (4) years of relevant experience.

Essential Duties and Responsibilities*

- Perform quality assurance/quality control of data and coordinate with inclusion of data into appropriate databases.
- Aggregates all proper permitting and submits all paperwork for filing.
- Perform analysis and interpretation of data at an advanced level of complexity.
- Perform highly complex GIS operations.
- Provides data for the preparation of reports to be used by professional and managerial employees.
- Prepares drawings, plans, maps and performs complex CAD production.
- Reviews permits for compliance and provides recommendations to management.
- Performs customer interaction, which may be in the field or in an office setting.
- Inputs data into existing databases.
- Assist customers with permitting processes.
- Assist and coordinate with other local, state, and federal agencies in the administration of permits.

Engineering Technician IV

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Jobcode: ENET20

Pay Band: ED

FLSA Status: Non-Exempt

Distinguishing Characteristics

Under general supervision, performs difficult and complex technical assignments; provides mentoring and direction to Engineering Technicians engaged in sub-professional engineering work.

Recommended Education and Experience for Full Performance

High School Diploma or equivalent and eight (8) years of relevant experience.

Minimum Qualifications

High School Diploma or equivalent and six (6) years of relevant experience.

Essential Duties and Responsibilities*

- Assists in the administration of the Geographic Information System (GIS) program.
- Incumbents at this level perform work such as highly complex vocational level data gathering Perform highly complex analysis and interpretation of data.
- Participates in the preparation of reports to be used by professional and managerial employees.
- May act as lead computer aided draft (CAD) technician to develop and maintain CAD drafting standards and procedures.
- Prepares design drawings and drawing bid sets from engineering sketches, oral instructions, field measurements, historical records or maps.
- Review permits for compliance and provides recommendations to management.
- Performs customer interaction, which may be in the field or in an office setting, in the performance of duties.
- May act as head technician to develop and maintain electronic document management system standards procedures.
- Provide training and assistance to District staff as needed.
- May provide work direction to incumbents at lower levels and review/audit the work in this job family.
- Assist customers with permitting processes.
- Assist and coordinate with other local, state, and federal agencies in the administration of permits.
- Perform quality assurance/quality control of data and coordinate with inclusion of data into appropriate databases.
- May train lower level Engineering Technicians in overall duties.

Engineering Technician Supervisor I

Jobcode: ENTS20

Pay Band: ED

FLSA Status: Exempt

Distinguishing Characteristics

Provides administrative and technical supervision through the leadership of a team of vocational engineering technicians in which the focus is on accountability for leadership of staff. Work performed is at a highly technical level in support of professionals in all engineering disciplines and surveying.

Recommended Education and Experience for Full Performance

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High School Diploma or equivalent and eight (8) years of relevant experience two (2) years of which must be supervisory.

Minimum Qualifications

High School Diploma or equivalent and six (6) years of relevant experience.

Essential Duties and Responsibilities*

- Responsible for supervision of a small team of field, office or lab technicians.
- Performs complex analysis and interpretation of data.
- Performs high level GIS operations.
- Participates in the preparation and interpretation of plans, specifications and applicable state and federal regulations.
- Participates in the preparation of reports to be used by professional and managerial employees.
- Performs complex preparation of drawings, plans, maps for highly complex CAD production.
- Reviews permits for compliance and provides recommendations to management.
- Interacts with customers in a field or office setting.
- Maintains databases for record keeping purposes.
- Provides work direction to incumbents at lower levels and review/audit the work in this job family.

Engineering Technician V

Jobcode: ENET23

Pay Band: EE

FLSA Status: Exempt

Distinguishing Characteristics

Independently performs the most difficult and highly complex technical assignments; provides mentoring and direction to Engineering Technicians engaged in sub-professional engineering work.

Recommended Education and Experience for Full Performance

High School Diploma or equivalent and ten (10) years of relevant experience.

Minimum Qualifications

High School Diploma or equivalent and eight (8) years of relevant experience.

Essential Duties and Responsibilities*

- Performs preparation of the most complex exhibits, plans, engineering calculations and cost estimates.
- Collaborates and confer with developers, architects, engineers, contractors and the general public.
- Interpret and explain laws, codes and regulation related to development activities.
- Perform the most complex GIS operations.
- Leads in the preparation of reports to be used by professional and managerial employees.
- Perform preparation of drawings, plans, maps for most complex CAD production. .
- Maintains official maps, drawing and master plans; research and reference material for public and staff use.
- Interacts with customers who may be in the field or in an office setting.
- Assists customers with permitting processes.
- Assists and coordinate with other local, state, and federal agencies in the administration of permits.

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- Perform quality assurance/quality control of data and coordinate with inclusion of data into appropriate databases.
- May train lower level Engineering Technicians in overall duties.
- Incorporate direction and guidance from senior level engineers for projects and process implementation.

Engineering Technician Supervisor II

Jobcode: ENTS23

Pay Band: EE

FLSA Status: Exempt

Distinguishing Characteristics

Accountable for planning, organizing and allocating resources and reviewing assigned engineering technician assignments. The primary focus of positions at this level is supervision of engineering technical supervisory staff.

Recommended Education and Experience for Full Performance

High School Diploma or equivalent and ten (10) years of relevant experience, four (4) years of which must be supervisory.

Minimum Qualifications

High School Diploma or equivalent and eight (8) years of relevant experience, two (2) years of which must be supervisory.

Essential Duties and Responsibilities*

- Incorporates direction and guidance from senior level engineers for projects/process implementation.
- Interpretation of contract documents, specifications, plans, standards drawings to manage projects & agency personnel.
- Reviews work on the most complex level data gathering.
- Leads in the preparation of reports to be used by professional and managerial employees.
- Reviews drawings, plans, maps for most complex CAD production.
- Review permits for compliance and provides recommendations to management.
- Performs customer interaction, which may be in the field or in an office setting, in the performance of duties.
- Maintains databases for record keeping purposes.
- Provides work direction to incumbents at lower levels and review/audit the work by subordinate engineering technicians.

Engineering Technician Supervisor III

Jobcode: ENTS26

Pay Band: EF

FLSA Status: Exempt

Distinguishing Characteristics

Accountable for planning, organizing, budgeting, allocating resources and reviewing assigned engineering technician resource's functions and staff. The primary focus of positions at this level is the supervision of engineering technical supervisors and other engineering technical staff.

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Recommended Education and Experience for Full Performance

High School Diploma or equivalent and twelve (12) years of relevant experience, six (6) years of which must be supervisory.

Minimum Qualifications

High School Diploma or equivalent and ten (10) years of relevant experience, four (4) years of which must be supervisory.

Essential Duties and Responsibilities*

- Provides technical oversight and coordination of work through project coordination meetings and other means.
 - Monitors project progress against project schedules.
 - Recommend manpower and resource needs based on program schedule.
 - Responsible for the supervision of other lower level supervisors and technicians.
 - Work supervised at this level at most senior technical level in support of professionals in all engineering disciplines and surveying.
 - Reviews work on the most complex level data gathering.
 - Reviews the preparation of the most complex reports to be used by professional and managerial employees.
 - Reviews the preparation of drawings, plans, maps for most complex CAD production.
 - Performs customer interaction, which may be in the field or in an office setting, in the performance of duties.
 - Provides work direction to supervisors at lower levels and review/audit the work by subordinate engineering technicians.
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Bargaining Unit:

Conditions of Employment: N/A

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 06/16/2017

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

***Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*