



Job Title	Engineering Technician	Job Code	FS0319
Pay Plan	USPS	Pay Grade	16
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	0
		Subfamily	Engineering

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Engineering Professionals design and inspect new and renovated construction projects. Performs maintenance inspections. Manages, plans, and coordinates activities associated with physical, environmental, and security conditions of the facilities.

Job Summary

Performs analytical and technical work in computer mapping, database development, and graphic production to support projects and programs. Creates and maintains digital maps using a variety of software. Creates and maintains map topology, feature attributes, annotation, and queries. Performs geographic analysis using software. Assists with field activities to help collect data. May be responsible for overall document control of files.

Representative Duties

1. GIS Support

- Converts computer-aided designs (CAD), record drawings, and as-built drawings and GPS data into a digital GIS
- Provides GIS support for internal users
- Coordinates with staff to collect GPS information for utility infrastructure
- Creates and maintains department GIS documentation

2. Analysis and Support

- Analyzes data and information requests from internal users and determines the appropriate methodologies to display information
- Prepares reports, presentations, and/or demonstrations

3. Training

- Provides training to department users in GIS for utility applications
- Assists in the training of temporary or student intern staff members

4. Document Control

- May maintain record documents and files related to design and construction projects

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.