

# State College Borough

## Technician, Engineering/Surveyor

### Job Description



**REPORTS TO:** Borough Engineer  
**ROLE & LEVEL:** T3

**DEPARTMENT:** Public Works Administration  
**FLSA STATUS:** Non-exempt

---

#### **WORK OBJECTIVE:**

The Engineering/Surveyor Technician performs technical work in the field of civil engineering/surveying, including the construction inspection, infrastructure design, and surveying for streets, storm sewers, sanitary sewers, sidewalks, street lighting, traffic signals, parks, buildings and other Borough facilities. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs engineering surveys for construction projects
- Performs all phases of public works projects and construction management; evaluates existing conditions, designs, surveys, and drafts; prepares contract documents, specifications, and assessments; ensures that projects are completed on time
- Prepares bid packages for construction projects; calculates quantities and determines resources
- Follows completion schedules; sets goals with contractors and manages the budget set for each project
- Inspects work being done and ensures that contractors follow Borough ordinances
- Researches right-of-way's, deed searches, storm and sanitary designs and as-built plans
- Works closely with utility companies to prepare plans for implementation of Borough projects
- Inspects private land development and street excavation projects to ensure that they have been satisfactorily completed; enforces street occupancy and excavation permits for people working in the Borough right-of-way's
- Answers residents' concerns through phone calls or emails; addresses issues and implements solutions
- Assists in completing various studies and other engineering related work
- Prepares maps for other departments and outside agencies
- Performs boundary surveys for Borough use
- Responds to PA one-call utility locates
- Assists in review of Land Development Plans.

# State College Borough

## Technician, Engineering/Surveyor

### Job Description



#### **Supervision:**

- Assists with scheduling of seasonal engineering interns.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of legal procedures concerning construction and surveying laws that pertain to boundary locations
- Knowledge of current engineering principles and practices applied in planning, location, design, construction, operation and maintenance of streets, sidewalks, storm and sanitary sewers, buildings and other public facilities
- Knowledge of various computer software programs that aide in the survey and design of projects
- Knowledge of various surveying equipment and construction inspection techniques
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel)
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to perform drafting, surveying and engineering calculations
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing

#### **MINIMUM QUALIFICATIONS:**

Associate's degree in civil engineering/surveying; supplemented by three or more years' experience in surveying and drafting; or an equivalent combination of education, certification, training, and/or experience. Must be able to obtain Surveyor in Training and/or Engineer in Training certificates. Must have a valid Pennsylvania driver's license.

**In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.**

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in civil engineering/surveying

# State College Borough Technician, Engineering/Surveyor Job Description



## **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of standing and/or walking. Tasks may involve extended periods of time at a keyboard or work station.

## **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

## **SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to sound and visual perception and discrimination. Some tasks may involve identifying and distinguishing colors. Tasks require oral communications ability.

**State College Borough  
Technician, Engineering/Surveyor  
Job Description**



The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date