

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ENGINEERING TECHNICIAN I

POSITION CODE: 13731
Effective: 6-21-95

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs basic assignments, such as operating surveying equipment and performing related mathematical computations; prepares working drawings from rough drafts or notes; performs basic inspections and investigations; conducts field and laboratory tests.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Projects and develops technical data and control points for maintenance and construction projects by surveying, sketches, blueprints, etc.; establishes lines, grades, horizontal and vertical alignments showing project design, location, plans and details from which construction drawings, specifications and bidding documents can be made.
2. Inspects all phases of maintenance and construction and materials used; checks horizontal and vertical alignment; checks base and all completed work; assures work is done in accordance with plans and specifications.
3. Investigates incidents or accidents to improve the operation and maintenance functions of companies providing services within the State.
4. Assists higher level technicians in writing, evaluating and analyzing specifications, construction procedures and techniques to ensure compliance with the guidelines, projects and bids as set forth.
5. Investigates the safety of working conditions; prepares written reports of the investigations.
6. Computes data and prepares estimates on maintenance, repair and construction projects; researches project information.
7. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

ENGINEERING TECHNICIAN I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college with coursework in engineering.

Knowledges, Skills and Abilities

Requires elementary knowledge of mathematics which includes geometry, college algebra and trigonometry.

Requires elementary knowledge of field surveying and related computation.

Requires elementary knowledge of mapping related to land surveying and construction.

Requires elementary knowledge of engineering measuring devices, instruments, laboratory and sampling equipment.

Requires elementary knowledge of the utilization of materials, planning and composition, and construction techniques.

Requires ability to make and maintain records of technical computations.

Requires ability to use engineering equipment, instruments and devices.

Requires ability to communicate effectively and follow oral and written instructions.

Requires ability to establish and maintain satisfactory working relationships with public and private officials.