

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

ENGINEERING TECHNICIAN II

POSITION CODE: 13732
Effective: 6-16-76

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs with latitude in determining and solving the technical aspects of the working assignments; prepares working drawings from rough drafts or notes and assists in reviewing drawings and specifications for completeness, accuracy and adequacy; performs technical and complex investigations and inspections.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Designs and drafts plans and specifications from surveying, rough sketches and notes for individual projects, choice of products bid packages, 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. Prepares technical engineering reports, memoranda, letters and recommendations; prepares cost estimates for bidding purposes and site surveys; provides general technical assistance.
3. Assists higher level technicians in drafting orders concerning evaluations, construction programs, operation standards, safety requirements and service standards.
4. Investigates complex incidents or accidents to improve the operation and maintenance functions of companies providing services within the State.
5. Investigates the safety of working conditions to eliminate or alleviate any hazardous conditions that may exist; prepares written reports of the investigations.
6. Writes, evaluates and analyzes specifications, construction practices and procedures to ensure compliance with the guidelines, smaller projects and bids as set forth.

ENGINEERING TECHNICIAN II (Continued)

7. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of two years of college with coursework in engineering. Requires one year of professional technical experience in engineering.

Knowledges, Skills and Abilities

Requires working knowledge of the principles and practices of engineering.

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

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

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

Requires ability to make and maintain records of technical computations.

Requires ability to use engineering equipment, instruments and devices.

Requires ability to recognize and report errors, inconsistencies and other deficiencies in technical data.

Requires ability to communicate effectively both orally and in writing.

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