



## City of Irving Job Description

### Engineering Information Specialist

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Capital Improvement Program
<b>Job Code:</b>	34692	<b>Reports To (Job Title):</b>	Engineering Analyst

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#### **PURPOSE**

To perform a variety of duties including coordinating information with other City departments, maintaining engineering records and files, and providing engineering information to the general public, city departments, contractors, and outside agencies.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Provide engineering information to other city departments, engineers, and contractors regarding utility location of water, sewer, and drainage systems and answer inquiries related to these records.
- Research and maintain a variety of engineering records.
- Send out new plans for microfilm.
- Scan and index new plans. Create, maintain, and update database files for final plats and construction documents. Utilize the document imaging system for document retrieval and printing.
- Assist engineering staff in usage of file system.
- Direct public to appropriate departments.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Prepare GIS plots for information purposes.

#### **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

#### **FINANCIAL / BUDGETARY RESPONSIBILITY**

Orders approximately \$50 supplies monthly

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12th grade and some college or vocational training.

### **EXPERIENCE**

- Two (2) years of work experience with civil engineering plans and documents, with one (1) year of ArcGIS experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- None

### **KNOWLEDGE OF**

- Customer and Personal Service: Principles and processes for providing customer and personal services, including a desire to help customers and an ability to patiently assist customers who have diverse needs.
- Computers and Electronics: Computer hardware and software including applications and programming, especially CAD and other technical design related programs.

### **SKILLS AND ABILITIES IN**

- Active Listening: Listening to what others are saying and asking questions as appropriate.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Service Orientation: Actively looking for ways to help people.
- Database Development: Maintaining server, indexing, storing, and retrieving documents.
- Problem Identification: Identifying the nature of problems.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Mechanical/Technical: Operating highly-complex computer equipment, including computer-driven communications and mapping systems.
- Technical Comprehension: Reading and understanding engineering blueprints, drawings, and specifications.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

Interacts with residents, engineering consultants, surveyors, developers, realtors, franchise utility companies, contractors and plumbers.

## **EQUIPMENT AND PROPERTY**

Personal computer, scanner large format, Xerox 510 printer, HP Engineering plotter, HP Engineering Laser, TEK 7750GX

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, and/or hear. Frequently, s/he is required to sit, stand, talk, and/or walk. Occasionally, s/he is required to carry, grasp, handle, feel, stoop, reach, and/or lift up to 50 pounds. Rarely, s/he is required to drive a vehicle.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to a dirty environment, extreme temperatures or weather conditions, and/or noise. The position requires making decisions that directly affect the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.