



## **Engineering Technician I #00750**

### **City of Virginia Beach – Job Description**

Date of Last Revision: November 10, 2025

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 22

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Work may involve preparation of routine drafting, design, and minor computations utilizing CADD (Computer Aided Drafting and Design) plans for roadway construction, site plan base sheets, storm water base plans, etc.; preparation of routine water and sanitary sewer details utilizing CADD software; maintenance of utility data and location maps using GIS (Geospatial Information System) software; assistance in the preparation or permitting and construction documents for various engineering projects; review of right-of-way permits for conflicts with existing infrastructure during the design and construction of various utility projects; and research and administration of water and sewer data collection.

## **Representative Work Functions and Responsibilities**

- Assist project managers by plotting topographical survey data and cross-sections to provide graphic presentations, prepare cost estimates, prepare detail sheets, and complete special project maps.
- Perform basic engineering calculations for proposed highway alignments, detail sheets, section sheets, summary sheets, profile and cross-section sheets, water consumption, sewer flow, etc.; and perform survey calculations.
- Utilize CADD/GIS software.
- Perform preliminary design work via field work, product research, specification writing, and plan preparation.
- Check work for conformance to City, State, and Federal standards.
- Review site plans.
- Research legal plat and deed information as necessary for projects; and research public and private utility information for design projects and permits.
- Provide assistance with contract administration and inspection services as needed for CIP projects.
- Maintain permit information in a database and coordinate permit reviews; and maintain database information for various asset management programs.
- Respond to citizen inquiries and complaints.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Demonstrate ability to perform basic civil engineering design, mapping, and asset inventory responsibilities utilizing CADD and/or GIS software.
- Perform survey data calculations and plot survey notes accurately.
- Prepare special project maps, charts, graphs, and graphic presentations according to established standards and specifications.
- Maintain accurate permit information.
- Complete assignments within designated time frames.
- Comply with City, State, and Federal standards.
- Respond to customer inquiries promptly and courteously.
- Comply with Departmental and City guidelines.

## Minimum Qualifications

High school or GED plus two (2) years' experience in a related field such as civil engineering, drafting, surveying, or planning; demonstrated CADD/GIS/computer experience, or any equivalent combination of experience and formal training that provide the required knowledge, skills, and abilities.

## Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

## Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

### DISCLAIMER:

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*