



## CITY OF WOONSOCKET

### POSITION DESCRIPTION

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<b>JOB TITLE:</b>	CADD Engineering Specialist
<b>DEPARTMENT/DIVISION:</b>	Public Works Department/Engineering Division
<b>PAY GRADE/HOURS:</b>	Grade T15 40-hour work week
<b>UNION:</b>	Local 3851/Professional and Technical

**POSITION SUMMARY:** Under general supervision, the CADD Engineering Specialist operates survey instruments in making field surveys. Performs engineering calculation work, computer aided design and drafting, and does related work as required.

#### **DUTIES & RESPONSIBILITIES:**

- Directs field party in process of making field surveys for various purposes.
- Uses total station or level, transit, rod and tape in making surveys of street improvements, sewers, property line determinations, and construction layouts.
- Measures and calculates, using CADD system, quantities on Public Works projects and makes and reduces field notes and plots information for property, and topographic surveys and profiles for drains, sewers and streets.
- Prepares working drawings for Public Works improvements.
- Inspects street construction work, sewer mains and connections, water mains and services, and stormwater drains.
- Locates and marks City utilities.
- Performs elementary engineering design work on sewer, water, roadway, site and drainage improvements.
- Reads deeds and property records and makes changes on Tax Assessor's and City Clerk's plats and records, and computes areas to be shown on plats.
- Makes sewer assessment plans.
- Assists in operation of flood control project.
- Assists during inclement weather operations as required.
- Perform other related duties as required.

**QUALIFICATIONS:** A high school diploma or a GED equivalent, is required. Two (2) years of experience in subprofessional engineering field survey work, including the operation of survey instruments, is required. College training in Civil Engineering may be substituted for required years of experience on a year-to-year basis.

**KNOWLEDGE, SKILLS AND PERSONAL QUALITIES:** Thorough knowledge of trigonometry and its application to surveying. Knowledge of the operations, adjustment and maintenance of surveying instructions. Ability to prepare and interpret maps, plans and drawings. Ability to make simple engineering computations. Ability to use the surveying instruments and drawing instruments, thoroughness, neatness, and unusual accuracy.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk or hear. The employee frequently is required to stand; use hands to finger, handles or feel; and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.