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Engineering Technician

JOB CODE	JOB FAMILY	PROFILE
JCV413	**Engineering & Capital Projects**	**Engineering Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**April 10, 2026**

The Engineering Technician performs technical tasks in data collection and analysis, handles case review projects, and provides technical support for minor projects.

Job Description

DUTIES AND RESPONSIBILITIES

FUNCTIONAL AREA

TRAFFIC

- Conducts speed, turning movement, volume count, and classification studies for Traffic Engineering reports.
- Conducts studies and analyzes data for warrant analysis according to criteria in the Speed Hump Policy; administers the Speed Hump Policy program.
- Conducts warrant analyses for guardrail and concrete barrier placement in accordance with the Roadside Design Guide.
- Assists the Traffic Engineer in conducting signal warrant studies, stop sign warrant studies, and speed resolutions.
- Assists the Traffic Engineer in developing signal timing plans.
- Analyzes data, generates plots, and performs statistical analysis from traffic studies.

- Develops written reports and graphical outputs for speed, turning movements, volume, and vehicle classification studies.
- Reviews traffic control plans and submits recommendations to the supervisor.
- Collects data using GPS equipment to maintain the Traffic Engineering GIS database.
- Maintains databases for various specialized traffic engineering software programs.
- Maintains inventory records for traffic signs, signals, pavement markings, and interconnect wiring.
- Participates in public meetings as assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

DEVELOPMENT

- Inputs, tracks, and closes out case review submittals to the Public Works Division.
- Assists Development Review engineers and inspectors in reviewing and commenting on submittals.
- Maintains files and databases for Development Review processes and related software.
- Provides information to the public, contractors, and owner’s agents regarding ongoing case reviews.
- Conducts field and office investigations related to case reviews and citizen complaints.
- Coordinates with other departments on Development Review matters.
- Works with the GIS section to prepare maps and presentations for case reviews.
- Manages the scanning and archiving of case review files into GIS and KIVA databases.
- Coordinates with Division Support on financial procedures related to fee collection.
- Prepares engineering documents and plans for minor projects under direction of Public Works Division engineers.
- Coordinates with Technical Services and Operations & Maintenance to implement minor projects.
- Maintains the Development Review inventory of survey and other technical equipment.
- Participates in public meetings as assigned.
- Assists the Technical Services Department with fleet management, including vehicle maintenance tracking.
- Assists the Technical Services Department with records management.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Associate’s degree in any field.
- Four (4) years of work experience in Engineering, Drafting, Surveying, Cartography, Photogrammetry, or a related field.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Experience in computer-related work and utilization of software programs, i.e. CADD, GIS, FM (Facility Maintenance).
- Proficient in the use of computers.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment on an even carpeted or tiled surface.
- Outdoor duties performed may entail exposure to extremes of weather conditions on even or uneven surfaces which may range from flat to steep inclines of natural undisturbed soil to gravel, concrete or asphalt. Surfaces may be wet or dry.
- May perform duties alone or as part of a group.
- Work hazards or potential work hazards include exposure to noise, vibration, dust, exhaust, fumes, mist, and severe weather conditions; driving of vehicles; working in and around heavy equipment and roadway traffic; and performing duties on rough terrain.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of duties includes telephone, two-way radio, cellular phones, calculator, personal computer, electronic distance measuring devices, traffic counters, digital cameras, GPS equipment, photocopier, fax machine and paper forms.
- Materials and products handled in the course of performing essential duties include files, forms, reports, carious other paperwork, clipboards, maps, aerial photographs, manuals, books and a wide variety of basic office supplies.
- Employees traveling from site to site within the County will use County vehicles.
- Safety vests and hard hats are to be worn by employees in performance of outdoor duties.

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.