

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Senior Design Technician</b>	<b>Class Code:</b>	<b>02505</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>G</b>
<b>Supplemental/Code:</b>	<b>Technical/3</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Designs complex municipal improvements and provides other engineering services to support both private and city engineers to complete improvement projects more efficiently.

**Essential Functions:**

1. Assists engineers in completing complex paving, drainage and other engineering projects by providing technical expertise to ensure projects are completed efficiently, economically and in compliance with city's construction policies and standards.
2. Reviews engineers' plans and makes major and minor design revisions under the supervision of a registered engineer according to city, state, and federal design standards.
3. Prepares cost estimates so adequate funding is set aside for projects and prepares contract documents with description of work, bid items, special provisions, technical specifications, insurance, and bond requirements.
4. Assign work to lower level designers .
5. Prepares and maintains project reports, correspondence, plans, and other information related to projects.
6. Communicates with engineers, contractors, developers, other city staff, citizens, and outside agency staff to provide and obtain information.

**Depending On Assignment**

7. Prepares and coordinates change orders and engineering contracts.
8. Designs water and wastewater pipeline relocations; coordinates staking for water and wastewater contracts.
9. Conducts field visits to gather information including valve locations, water meter counts, and distance measurements.
10. Performs related duties as assigned.
11. Regular, reliable and punctual attendance is an essential function of the job.

**Skills, Knowledge and Abilities Required to Perform Work:**

Knowledge of personnel practices and supervisory principles.

Knowledge of principles of advanced civil engineering design.

Knowledge of contracts and contract administration.

Knowledge of city, state, and federal construction and design policies and standards.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to perform complex calculations involving costs for completion of engineering projects.

Ability to solve complex engineering problems found in wastewater, water, paving, or drainage design work.

Ability to use CADD for design projects and Microsoft applications.

**Working Conditions and Hazards:**

Majority of work performed in office.

Conducts field visits as necessary.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.