

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

<b>Title:</b>	<b>Design Technician II</b>	<b>Class Code:</b>	<b>02504</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>F</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>10/01/14</b>

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**Position Purpose:**

Reviews and updates plats and plans related to the design of municipal improvements and private development to assist professional engineers in completing engineering projects and to disseminate information to various user groups.

**Essential Functions:**

1. Reviews development plats and plans submitted by city staff and private engineers to ensure design accuracy, utility clearance, and compliance with city codes and construction standards, policies and procedures.
2. Researches as-built information and checks against submitted plans to ensure accuracy of plan details and design.
3. Updates maps, graphs and charts, gathers engineering data, and calculates cost of materials to assist engineers with paving, drainage, water, wastewater, landscape, irrigation, and aviation projects.
4. Designs water and wastewater mains and relocations using standard design criteria, policies and procedures, and survey information to ensure compliance with city construction policies and procedures.
5. Provides information to citizens, developers, architects, and engineers to ensure completion of projects in conformity with city codes and ordinances.
6. Plans and investigates design parameters such as field locations, surveys, and utility company coordination to ensure that construction plans are completed in a timely and efficient manner and in conformity with city codes and construction standards.

**Depending On Assignment**

7. Reviews zoning and Board of Adjustment cases for impact on Water Department infrastructure.
8. Evaluates requests for impact on water operations and processes flood plain fill, abandonments, private license requests, and commercial building permits.
9. Regular, reliable and punctual attendance is an essential function of the job.

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

Working knowledge of engineering practices and departmental policies and procedures.

Knowledge of trigonometry and geometry for calculation of construction plans.

Knowledge of land surveying.

Knowledge of construction equipment and materials.

Basic knowledge of CADD.

Ability to communicate diplomatically and effectively both orally and in writing.

Ability to make calculations using engineering techniques.

Ability to read and understand engineering plans and plats.

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

**Working Conditions and Hazards:**

Majority of work performed under normal office conditions.

Works at desk and drafting board.

Makes occasional trips to field.

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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.