

ENGINEERING TECHNICIAN

FLSA Status – Non-Exempt

EEO Code – C/Technicians

Class Code – E310

GENERAL DESCRIPTION OF THE DUTIES

These positions perform journey-level technical engineering work which includes engineering surveys, collecting engineering data, drafting and design engineering work, field checking and drafting of maps, inspecting structures and construction projects, preparing contract data for engineering projects, and ensuring that professional standards and requirements are met for the issuance of permits.

SUPERVISION RECEIVED

These positions receive supervision and general direction from the Engineering Services Manager.

SUPERVISION EXERCISED

These positions provide technical supervision by prescribing procedures, methods, materials, and formats used in engineering and construction projects; and may provide training and orientation to newly assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Assists in the design of a variety of engineering projects.
2. Performs a variety of drafting assignments using manual and computerized methods; creates and updates drawings, maps, graphs, and charts for engineering use; and provides data to the City's GIS Specialist.
3. Writes specifications, assembles contract documents, prepares cost estimates, administers contracts to ensure compliance, interprets contracts, and conducts inspection work in progress and at completion.
4. Performs technical inspection work (projects, materials, certifications) to ensure compliance with plans and specifications.
5. Provides information to developers, contractors and the general public regarding engineering and construction requirements; and deals with public complaints regarding construction projects.
6. Reviews construction plans and permits applications for compliance with local, State and federal requirements and to ensure that engineering standards are met.
7. Performs work in accordance with federal and state employment laws, and City policies and procedures.
8. Calculates fees and development charges for new development based on City Ordinances.

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9. Performs “One Call” locate requests for City Sanitary and Storm systems.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge

- Civil engineering principles and methods;
- Computers and software related to drafting and engineering design;
- Survey principles and practices;
- Inspection and design principles and practices;
- Drafting methods;
- City codes;
- Property descriptions; and
- Professional standards and local, State, and federal requirements.

Skills

- Operating a variety of computer software programs including Microsoft Office, ACAD software, asset management software, and permitting software;
- Use of drafting tools;
- Use of manual and electronic survey equipment;
- Preparing maps and designs from field investigation notes;
- Mathematical computations through trigonometry;
- Preparing documentation and writing clear and concise reports;
- Designing engineering projects using computer aided design;
- Interpreting and reviewing engineering plans and specifications;
- Performing skilled civil drawings;
- Surveying and related computations;
- Gathering and correlating data from a variety of sources; and
- Establishing and maintaining effective working relationships with individuals from diverse backgrounds.

Abilities

- Communicate effectively with others in both oral and written form;
- Establish and maintain cooperative working relationships with others;
- Resolve conflicts; and
- Apply a variety of federal, state and local regulations.

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EXPERIENCE AND EDUCATION

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job will be qualifying. A typical way to qualify would be an Associates degree in civil engineering/survey and four years of increasingly responsible experience related to the duties and responsibilities of an Engineering Technician.

DESIRABLE EXPERIENCE, TRAINING, AND CERTIFICATIONS

Certification in limited plumbing and sewer connection inspection is desirable. Valid driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of these positions, employees are required to stand, walk, sit talk, hear, use repetitive motion of hand/wrists/feet, communicate, reach and manipulate objects, and move over various terrains. Duties involve decision-making, interpersonal skills, teamwork, creativity, customer service, fluency in English, and independent judgment. These positions require pushing up to 100 pounds, lifting up to 40 pounds, pulling up to 10 pounds, and carrying up to 40 pounds. Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential job duties of this classification.

WORKING CONDITIONS

Employees in some positions may be exposed to air contamination, dirty environment, high/low temperatures, noise, responsibility for the safety of others, toxic materials, and vibration.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94
Revised: 03/00
Revised: 05/01
Revised: 02/15