



Engineering Technician

DEPARTMENT: Public Works **SUPERVISOR:** Public Works Director
CLASSIFICATION: Non-Exempt **PAYROLL:** Grade 6

POSITION SUMMARY: Performs routine and advanced work as a technician in the fields of civil engineering, surveying, drafting, design, and contract administration of public improvement projects. This position provides construction inspection and documentation for Public Works infrastructure, Civil 3D drafting, field data collection and is responsible for the City's right-of-way permit and backflow prevention programs; does related work as required. The position works under the direction of the Public Works Director

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Participates in the design and preparation of engineering drawings, specifications, and estimates for public improvement projects.
- Computes monthly and final payment estimates to contractors; interprets engineering drawings and specifications; and assists in administering construction contracts.
- Confers with contractors, landowners, and interested persons concerning construction projects and development requirements; explains procedures and policies.
- Performs responsible inspection and quality control testing on construction projects; maintains a complete and accurate inspector's diary; provides documentation as required to assure complete records and files.
- Effectively utilizes word processing, data base, spreadsheet, design, and Civil 3D Design Software, as appropriate, to facilitate written communications, technical evaluations, project management, and engineering design. Ensures record drawings of utilities are entered into the City's GIS system and map files.
- Maintains utility and street system records and performs more complex technician-level tasks related to utility administration. Prepares record drawings for constructed improvement projects.
- Performs technical analysis, and assists in the development review process; prepares related written reports as needed.

- Assists in the coordination of the public bid process, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
- Coordinates sidewalk inspection, maintenance, and enforcement programs.
- Reviews private project development plans and site improvement proposals for compliance with codes, regulations, and standards and adequacy of applications for permits and compliance with approved drawings.
- Performs a variety of field- and office-related functions, including preparing permits, correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones, and responding to inquiries from contractors, developers, property owners, staff, and the general public.
- Administer the City's backflow prevention program. Determine need for, and type, of backflow device necessary to protect public water system. Perform site inspections as required. Advise property owners when source protections should be used.
- Operates a motor vehicle safely and legally.
- Maintains regular job attendance and adherence to working hours.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Emulate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area. Knowledge of procedures and regulations pertaining to workplace safety, confined work space, and working in hazardous and potentially hazardous locations.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS:

- Serve on various committees as assigned.
- Maintain proficiency in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Associate's Degree in Civil Engineering Technology and a minimum of two years of related experience or any equivalent combination of education and experience.
- Considerable knowledge of mathematics, engineering computations, and design and public improvement construction and inspection.
- Experience using Civil 3D drafting/design software, and drafting and preparing engineering drawings.
- Ability to prepare, organize, and maintain engineering field and office data, reports, and systems; develop cost estimates on complex projects; and interact positively and effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials, and the general public.
- Ability to effectively apply oral and written communication skills in concise reports.
- Use of a computer and peripheral devices such as printers and plotters.
- Knowledge of the Microsoft Office Suite.
- Public Improvement Construction Inspection.
- Knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting and City policies, laws, and regulations.
- Working knowledge of maintenance activities and requirements relative to municipal utilities.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of or ability to obtain a valid Oregon driver's license.

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.

- While performing the duties of this job, the employee works in outside weather conditions approximately 50% of the time.

- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- The employee occasionally works in height, precarious places and is frequently exposed to fumes or airborne particles, risk of electrical shock and vibration.
- The employee is frequently exposed to toxic or caustic chemicals.
- The noise level in the work environment varies from quiet to moderate in the office to very noisy on construction sites.

PHYSICAL ABILITIES

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.

- Work is performed in office settings, and outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities.
- Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.
- While performing the duties of this position, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.
- The employee is frequently required to stand, walk, talk, hear, sit, climb or balance, stoop, kneel, crouch or crawl and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.
- The employee must be physically capable of moving about on construction work sites.

SUPERVISION

- Works under the general guidance and direction of the Public Works Director, who assigns projects and reviews work for conformance to standards.
- When applicable, provide supervision to interns and student volunteers representing less than 1 FTE. May provide training and orientation to newly assigned personnel or volunteers on department policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Engineering Technician

Date

Public Works Director

Date