



Engineering Technician II

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

POSITION SUMMARY: Performs routine, advanced and complex engineering or administrative work for the City of Stayton Public Works Department. Work includes analysis, field surveying, data collection, drafting, design, contract administration and inspection of public improvement projects. The position is responsible for the City's right-of-way permits program, and backflow prevention program. May perform any task of lower level classes in the Engineering Technician job series. 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.

DESIGN & PROJECT MANAGEMENT

- Serves as project coordinator or project manager for public improvement projects, including coordination of design and the preparation of engineering drawings, specifications, and estimates for public improvement projects.
- Collaborates with professional engineering consultants in the preparation of master plan documents, pre-design reports, preliminary and final engineering designs based on data submitted by survey crew and/or personal field observations.
- Prepares complete technical engineering drawings using Civil 3D and manual drafting techniques.
- Oversees all phases of contract development, procurement and administration including, preparation of bid documents, such as final drawings, specifications, material takeoffs, and cost estimates. Reviews construction bids and makes bid award recommendations based on the selection criteria, including cost, competency of vendors, contractors and/or consultants.
- Responsible for special projects and programs, such as pavement management, backflow prevention, sidewalk maintenance and repair program, statistical and technical studies, and educational programs.
- 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.

INSPECTION

- Responsible for inspection of major construction projects of private development of public facilities, including coordination with city consulting engineer(s) and inspectors, coordination of contractors, interpretation of engineering drawings and specifications, dispute resolution, and enforcement of contract provisions.
- Performs 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.
- Oversees all aspects of field and laboratory testing of pavements, concrete, soils, aggregates, pipes, and other construction materials; application of appropriate testing procedures and other quality control measures as required to meet specifications.
- Assists in the procurement of easements and street deeds. Reviews documents, legal descriptions, and verifies recording of legal documents. Coordinates with surveyor and engineer, as needed.
- Confers with contractors, landowners, and interested persons concerning construction projects and development requirements; explains procedures and policies.
- Prepares as-built record drawings for constructed improvement projects and/or ensures record drawings are submitted to the City. Ensures record drawings of utilities are entered into the City's GIS system and map files.
- Computes and recommends progress and final payment estimates to contractors.
- Maintains records of all on-going public improvement projects, conducts one-year warranty inspections and recommends projects that have completed their one-year maintenance warranty to be accepted and the performance/maintenance bond(s) be released.

LAND USE AND PRIVATE DEVELOPMENT

- In coordination with the City Engineer and or the Public Works Director, reviews, land use applications and private project development plans, building permits for impacts on city utilities, roadways, traffic and drainage. Review for compliance with city adopted public works standard specifications and master plans. As needed, prepares written reports and/or recommendations for development requirements addressing identified impacts.
- Coordinates with Marion County staff on the issuance and inspection of right-of-way construction permits within Marion County rights-of-way.
- Issues right-of-way permits for construction of driveways, street improvements, pipelines and utilities in the City of Stayton street right-of-way; inspects field work done by others under the permits; works with permit holders to assure compliance with permit conditions and requirements; maintains accurate permit files and databases. Initiates enforcement actions if warranted.

GENERAL & ADMINISTRATIVE DUTIES

- Negotiates, writes, and processes formal and informal agreements, contracts, and requests for proposals for public works projects and programs.
- Coordinates development and upkeep of the city's GIS program for public works utilities and street systems with other departments.
- Assists with assembling budget priorities for pavement management, city facilities maintenance and improvements, and public works improvement projects.
- Maintains records of all major construction projects, land division plats, permits, as-built drawings, and utility maps.
- Acts as liaison with other public works agencies and governmental entities on city projects. Functions as the primary contact between all the utility companies and the city's public works department for any project in city right-of-way.
- Performs a variety of field- and office-related functions, including review and approval of right-of-way permits, preparing 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.
- 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.
- Exhibit Emulates leadership to fellow employees and fosters a positive 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.
- 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 engineering science, engineering technology, or a related field and five years of experience in the practice of civil engineering technology, including at least three years of progressively responsible technical experience directly related to the public improvement or private development project management and construction inspection, or any satisfactory equivalent combination of education, training, and/or experience relevant to the position.
- Working knowledge of mathematics, civil engineering principles, practices, methods, computations, and design.
- Knowledge and understanding of public improvement management and construction inspection.
- Experience using Civil 3D drafting/design software and manual drafting techniques.
- 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 agency representatives, City officials, and the general public.
- Working knowledge of maintenance activities and requirements relative to municipal utilities.
- Knowledge of procedures and regulations pertaining to workplace safety, confined work space, and working in hazardous and potentially hazardous locations.
- Skill in the use of tools related to position, as well as skill in drafting and preparing of engineering drawings, inspection reports, surveying, and flagging.
- Ability to operate a computer and peripheral devices such as printers and plotters.
- Knowledge of Microsoft Office Suite.

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.
- Day-to-day supervision is not normally a responsibility of this position.
- May provide supervision to lower level engineering technicians, interns and students.

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 II

Date

Public Works Director

Date