

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Engineering Technician II**
Department: Public Works

FLSA Status: Non-Exempt
Union Status: Represented
Updated: January 2019

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

The Engineering Technician II functions as a specialist and as part of the engineering tech team. Specialty areas include: designing and administering construction projects, reviewing engineering plans and plats of private development for compliance with city requirements, maintaining engineering records, assisting in construction surveying, processing various permit forms and applications, developing databases, performing application design, modeling, drafting and support of computer-based GIS mapping. May serve as project manager or lead worker.

SUPERVISION RECEIVED:

Works under the general supervision of and reports to the Public Works Director.

SUPERVISION EXERCISED:

May act as lead employee and give direction to part-time or temporary staff as assigned or required. May oversee maintenance crews engaged in engineering work and operations associated with construction projects and infrastructure construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Examples of special duties includes: utilizing AutoCAD to make maps, plans and drawings depicting selected areas, streets, utility lines, and other municipal facilities in support of city short- and long-range design and planning activities.
- Maintains numerous software programs that are utilized for information databases such as: traffic counts, PMS, GPS, photo libraries, and the like.
- Checks grades, calculations, and specifications of engineering site and design plans and plat maps for compliance with city standards and general engineering practice.
- Reviews utility, right-of-way, and grading permit applications and issues permits. Assures record plans and necessary documentation is submitted prior to final building permit sign-off.
- Conducts research on various technical and administrative subjects related to public works, and prepares and presents reports and recommendations.

- Develops and maintains the city base maps and associated layers. Establishes databases associating attribute data to GIS layers.
- Verifies legal descriptions and researches property titles.
- Assists in preparing bid documents by compiling project site data, maps, and forms, checking references, and attending pre-construction conferences.
- Tracks and maintains records of all division contracts and processing charges and reviews contract billings for accuracy. Establishes and maintains project filing system.
- As assigned, designs and develops various forms for use in departmental activities and processes, using various computer software applications.
- Confers regularly with other city or department staff to discuss ongoing projects, results of research efforts, and needed improvements to public utilities and infrastructure.
- Responds to inquiries from developers and the public regarding utility connections, right-of-way issues, utility easements and locations, and public works requirements for private development.
- Performs utility locates on an as needed basis.
- Performs construction inspection on an as needed basis.
- Responds to emergencies and problems during and after normal working hours as needed, in a timely and efficient fashion, and may be required to be on-call to respond to emergencies.

OTHER JOB FUNCTIONS:

- Attends meetings or seminars as assigned.
- Purchases materials and equipment as needed.
- Conducts other related work as directed.

EDUCATION AND EXPERIENCE:

Associate of Arts or science degree in engineering, or related field and five years experience as an Engineering Technician I or Engineering aide, or any combination of training and experience that provides the required skills, knowledge and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the techniques, principles, and practices of drafting as it relates to civil engineering.
- Knowledge of surveying techniques and basic civil engineering principles.
- Knowledge of public works construction principles and practices.

- Ability to read and understand a wide variety of technical maps and drawings, including topographic maps, construction plans, and legal site plans.
- Ability to understand and apply City of Chehalis Ordinances, Standards, and regulations.
- Good interpersonal skills for meeting the public and working with staff, city council, consultants and other governmental agencies.
- Ability to communicate effectively, both orally and in writing.
- Skilled in basic computer software operations, to include AutoCAD, civil engineering programs, spreadsheets, and word processing.
- Knowledge and understanding of integrated GIS/GPS principles, systems, and technologies.
- Ability to understand and apply local, state, and national standards such as MUTCD, AASHTO, WSDOT Standards, DOE Standards, and other engineering standards.
- Basic accounting skills.
- Experience in contract management.
- Experience in record keeping and file management.

SPECIAL REQUIREMENTS:

Possess a valid Washington State Driver's license with a good driving record. Be able to successfully satisfy a background investigation. Have a First Aid Card within 12 months of hire date and a Flagger's Card within 6 months of hire date.

Ability to successfully complete various required training classes and obtains certificates necessary for functional skills performance, maintenance and improvement.

Trained in confined space entry requirements, or ability to complete training within 12 months of hire date.

Trained in safe trenching and shoring procedures, or ability to complete training within 12 months of hire date.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Motor vehicles, personal computer, printer, drafting cursor/digitizer and plotter, spreadsheet software, database software, AutoCAD (drafting and mapping software), other specialized engineering software, calculator, telephone, copy machine, fax machine, large map copies, utility locator, survey equipment including GPS, video cameras, and other related engineering tools and equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office, shop and plant setting, operate typical office equipment and supplies, climb, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, and communicate verbally with others. Visits to field facilities may require walking moderately long distances through steep or uneven ground, including during adverse weather conditions. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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.

Work is performed primarily at the Public Works Department in an office environment with occasional travel to other city offices, and construction zones. The noise level is generally that expected in a typical office environment but will vary at other locations, such as construction areas/zones with heavy equipment and possibly impact equipment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner), loud noises, alarms, smoke, vibrations, electrical, chemical, and mechanical hazards, extremes in temperature, and other hazards may be encountered while visiting other locations. Work may occur in traffic and on wet, loose, unsanitary and/or uneven surfaces. Work may occur in confined spaces. Wearing vision and hearing protection devices may be necessary.

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.
