

CITY OF CHEHALIS POSITION DESCRIPTION

TITLE: **ENGINEERING TECHNICIAN III**

DEPARTMENT: Public Works

DIVISION: Street

FLSA STATUS: Non-Exempt

DATE: March 2023

NATURE OF POSITION

The Engineering Technician III performs advanced technical engineering work in the office or field. Work involves skilled use of sophisticated computer programs, CAD and mapping. Assists the public and/or developers with inquiries regarding the City's Development Guidelines, reviews plans and specifications for projects to determine which standards are applicable for water, street, wastewater, stormwater and erosion control to maintain compliance with all City requirements. Prepares connection estimates for water, stormwater, and wastewater and answers general questions relating to the extension of city utilities. Attends pre-conference and review meetings as directed. Summarizes City conditions for development discussed at the meetings and prepares appropriate correspondence and documentation for developer. Reviews resubmitted plans and specifications.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

Provides general coordination, direction and scheduling for the Engineering Division.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Provide technical support to the Public Works Director and Superintendents by maintaining a traffic count program and compiling traffic analyses.

Perform field surveys or inspections for the water, stormwater, wastewater, and street divisions.

Locate utility lines for contractors or other utilities as needed,

Conduct research on prospective funding sources at both the State and Federal level to aid in the completion of capital improvement projects. Project development coordination with consultants and outside entities as needed. Prepare and submit grant applications for consideration.

Work with the Public Works Director and management staff to coordinate and prioritize improvement and maintenance projects with funding availability.

Periodically update franchise agreements with other utilities.

Maintain record of utility extension and/or latecomers' agreements.

Work with funding providers, contractors, and outside agencies to close-out capital projects upon completion.

Prepare agenda reports for City Council as needed.

Participate in multi-jurisdictional steering committees for adoption and implementation of flood reduction

strategies.

The duties and responsibilities listed above are intended to be illustrative only and not inclusive. The omission of a duty does not exclude it from requirements of the position if it is similar, related or logical assignments to the position.

EDUCATION AND EXPERIENCE

Graduate of an accredited high school or GED equivalent. An associate degree in civil engineering technology OR any combination of experience, education and training that would provide the level of knowledge and ability required. A minimum of three years experience performing technical engineering work with emphasis on municipal infrastructure design is desirable.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Washington State Department of Transportation (WSDOT) and American Public Works Association (APWA) standards, Federal and State regulations and laws related to storm drainage, street/transportation and traffic control systems management, operations, construction, maintenance and repairs including occupational hazards and safety precautions associated with confined spaces, construction sites, street and storm systems maintenance work.

Able to communicate effectively, both orally and in writing, and use sound reasoning and judgment in the performance of job functions, accurately interpret engineering plans, specifications and field notes, and work effectively with the Public Works Director, other division leaders, and co-workers, to achieve the City's programs and goals. Knowledge of construction codes and requirements, inspection techniques and requirements, terminology, methods, practices, surveying, flow monitoring and use of instruments and equipment thereto.

Able to carry out written or oral instructions and assigned duties in conformance to applicable safety and security standards, evaluate and implement corrective actions, plan, organize, implement and administer storm and street system programs, projects and operations, and operate a variety of standard office equipment including a computer, word processing software, spreadsheet software, database software, calculator, adding machine, telephone, copy machine, fax machine, motor vehicle.

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, and a Flagger's Card or obtain them within 12 months of hire date.

PHYSICAL DEMANDS

Eye-hand coordination and manual dexterity is necessary, and the employee must occasionally lift and/or move up to 100 pounds and be able to stand, walk, use hands to finger, handle, feel, turn or operate objects, tools or controls and reach with hands and arms, talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

The physical demands described here are representative of those necessary for 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 ENVIRONMENT

Duties may be performed in an office or shop environment at the Public Works Department complex, as well as out in the field at project sites or other facilities and locations. Work may require the mobility to work under and on top of and around structures, and machinery and equipment and occasionally require the use of hearing protection. Work may take place on wet, loose, and/or uneven surfaces, and in some situations including but not limited to unsanitary, wet and/or humid conditions or in a confined space. The position requires driving and working around traffic and construction sites and may also involve traveling to other cities for meetings,

conferences, seminars, etc.

The work environment described above represents 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.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference background check and job-related tests may be required. Employment may also be subject to evidence of satisfactory physical conditions.

This job 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.