

CITY OF CHEHALIS POSITION DESCRIPTION

TITLE: **ENGINEERING TECHNICIAN I**

DEPARTMENT: Public Works

DIVISION: Street

FLSA STATUS: Non-Exempt

DATE: December 2023

NATURE OF POSITION

The Engineering Technician I functions as a specialist and as part of the engineering tech team. This is an entry level position which involves a wide range of duties providing technical support for field and office engineering. Specialty areas include: processing various permit forms and applications, maintaining databases, support of computer-based GIS mapping, reviewing engineering plans for compliance with city requirements, locating City-Owned utilities.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

May oversee maintenance crews engaged in engineering work and operations associated with construction projects and infrastructure construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs field surveys for water, stormwater, sewer and street.

Records field information and calculates survey data.

Performs inspections on a variety of projects, including all aspects of streets, sidewalks, sewers and watermain installations.

Verifies field data and assists in performing plan checks on projects.

Reviews Right-of-Way Construction and Right-of-Way occupancy permits for completeness and accuracy.

Verifies that Traffic Control Plans submitted in association with right-of-way permits are compliant with 2009 MUTCD requirements.

Catalog and inventory Public Works assets.

Maintain infrastructure archive records.

Performs physical inspection of sanitary and storm sewer lines and systems, waterlines, and sidewalk replacement and installation.

Inspects construction and utility work that takes place within the right-of-way.

Locates city-owned utilities for pre-construction, water, storm drains, sanitary sewer lines, and coordinates and verifies the location of city facilities related to other utility construction projects (i.e., Lewis County PUD, Puget Sound Energy, Comcast, Qwest, etc.).

Inspects and works with commercial customers regarding grease trap requirements, installations and maintenance.

Conducts review of plans and construction proposals and provides comments/recommendations to the city engineering staff.

Conducts other tests and analyses as needed.

Responds to customer complaints and investigates problems relating to city facilities, projects or utilities, and investigates conditions that may be out of compliance.

Provides reports to the Public Works Director as required.

Carries out field tests and tasks to assure quality control of projects.

Work with contractors to provide information and materials required to meet city specifications.

Follows direction and implements or carries out verbal and/or written instructions and assigned duties.

Performs all duties in conformance to appropriate safety and security standards.

OTHER JOB FUNCTIONS

Operates various machinery and power tools.

Attends meetings or seminars as assigned.

Conducts other related work as directed.

EDUCATION AND EXPERIENCE

Graduation from an accredited high school or GED equivalent supplemented by college level course work in surveying and engineering, and related training in engineering work.

Two years of experience in civil engineering, public works construction inspection, surveying and/or related fields preferred.

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, including 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 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 obtain certificates necessary for functional skills performance, maintenance and improvement.

TOOLS AND EQUIPMENT USED

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, spreadsheet software, database software, AutoCAD (drafting and mapping software), other specialized engineering software, calculator, telephone, copy machine, large map copies, utility locator, survey equipment including GPS, 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 accommodation 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 primarily performed in both the Building and Planning, and the Public Works Departments, in an office environment with occasional travel to other city offices, and construction zones. The noise level is generally 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.