

Position Description:	Engineering Technician
Department:	Public Works
Supervised By:	Public Works Director
Supervision Duties:	No
Employment Status:	Non Exempt



GENERAL DESCRIPTION

Under general direction of the Public Works Director assists to perform the goals and objectives of the Public Works Department involving surface, subsurface and structural improvements in water, sanitary sewer collection, surface water management, streets, vehicles and equipment, parks, buildings and community development applying scientific and technical knowledge in areas of engineering, construction and permit processing, explaining policies and procedures to the public; performs drafting, computer operations, technical writing, research, map reading, plan review, and field inspections.

The duties and 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 essential functions.

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

ESSENTIAL FUNCTIONS

Core Competencies

Must meet the current position standards and core competencies required of all City of Wood Village employees as established in the city's Performance Management System.

Typical Duties

1. Assist in managing city-wide maintenance & preventative maintenance program for water production and distribution, surface water management, sanitary sewer collection, parks, streets, buildings, vehicles and equipment.
2. As assigned coordinates projects by assigning, directing and coordinating tasks and processes performed by others reviewing work products; prepares cost estimates, monitors and maintains records on the financial and progress status of work to ensure projects are completed on schedule and meet local, state or federal standards.
3. Receives various documents (project plans/documents/studies, site plans/plats, drainage calculations, specifications, drawings, grading permits, excavation permits, etc.) provides reviews and responds appropriately.
4. Collects, analyzes, summarizes and maintains integrity of programmatic data to improve program effectiveness using computers, source documents, and other records.
5. Coordinate with consulting and contracting firms for the development and implementation of capital, material and services projects
6. Processes applications for permits, inspections or services and issues permits.
7. Performs specialized data gathering and research analyzing data for recommendations
8. Coordinates and participates in the preparation of plans and specifications for construction of utility and public works projects; research design requirements; performs complex calculations; prepares estimates of time and material costs.

9. Provides administrative, logistical and technical support for project and construction management by assisting in bidding process, reviewing specifications and submittals, managing records, files and databases, reviewing and preparing project documentation, gathering, recording and evaluating data, preparing reports and work orders, enforcing standards and specifications; verifying accuracy for issuing payments, preparing change orders, and preparing for and conducting meetings.
10. Prepares reports and presentations, including graphics, maps and technical drawings to describe project or program goals and activities using manual or computer tools.
11. Prepares routine correspondence, letters, memoranda, forms, reports and other documents via computer and other media.
12. Manages NDPES permit charges, reports, and follow through.
13. Prepares and interprets legal descriptions, reviews plans and applications, e.g., building, traffic and parking control, waters services, street improvement plans, land use applications, master plans, and coordinates plan reviews preparing comments and conditions of approval.
14. Follows all safety rules and procedures, and contribute to the safety of co-workers and the general public.
15. Keeps infrastructure mapping updated, catalogued and properly filed.
16. Assists in the development of the CIP by maintaining database, and performing cost estimate calculations.
17. Interacts effectively to problem solve and work with citizens, community groups and/or contractors.
18. Participates as an active Public Works Department team member by contributing to program development and organization planning.
19. Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.
20. Maintains work areas in a clean and orderly manner.

NON ESSENTIAL FUNCTIONS

21. Other duties as assigned from time to time.

MINIMUM QUALIFICATIONS

Experience and Education

Graduation from high school and trade school or vocational school, or G.E.D. equivalent, supplemented with courses in engineering technology; and two years of progressively responsible engineering technician experience or and equivalent combination of training and experience. Experience with a public agency is preferred.

Certifications and Licenses

1. Must have a current Oregon Driver's License or the ability to obtain one.

Skills, Knowledge and Abilities

1. Basic civil engineering principles, terminology, practices and procedures.
2. Principles, standards and practices of engineering, construction and maintenance project management including specification writing, cost estimating techniques, project tracking and required documentation.
3. Knowledge of materials, methods, techniques, and regulations used in the construction, maintenance and operation of water production/distribution, sewer collection systems, streets, parks, equipment and work standards unique to public works projects.
4. Engineering computations, including algebra, geometry, and trigonometry, and statistics related to engineering work.

5. Working knowledge of computer operation including spreadsheet development, CAD and GIS.
6. Function as a team member contributing positive support to the team.
7. Effectively communicate with other employees, plan holders, and the public by telephone and in one-to-one, face-to-face setting providing knowledgeable technical guidance and advice.
8. Read and update quarter-section maps, architectural and engineering drawings, construction plans and blueprints and other technical materials and documents, such as specifications, engineering manuals, surveying tables, computer manuals, trade journals, equipment instruction manuals, engineering code provisions, state and federal guidelines; learn and apply local, state or federal codes and regulations.
9. Read and comprehend specifications, plans and shop drawings.
10. Interpret and make decisions in conformance with established policies and practices.
11. Operate a computer and use a variety of programs; maintain technical files both electronic and manual; utilize specialized engineering, drafting, measuring, surveying, or electronic tools, materials and equipment.
12. Work safely without presenting a direct threat to self or others.
13. Learn job related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job training setting.
14. Produce written document using proper English, sentence structure, grammar, and punctuation; clearly presenting technical information in oral, written, graphic or other forms; speak in front of groups; cope with dissent and conflict.

PHYSICAL/MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Approximately 25% of the work period occurs outdoors with temperatures varying from zero to over 100 degrees, including rainy, windy, snowy or icy conditions. Work involves exposure to construction sites and related hazards, chemicals, paint, pollen, etc. Hearing protection and other safety related gear may be required for some work activities. Employee occasionally works with a video display terminal for prolonged periods. May involve confined space entry.

Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work assignments may require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.