

CITY OF MILWAUKIE

CLASSIFICATION:

ENGINEERING TECHNICIAN

Department: Engineering
FLSA: Non-exempt

Salary Range: 58
EEO Category : Professional

RESPONSIBILITIES

Performs a variety of technical activities in relation to Engineering. This position provides technical support to the Civil and Associate Engineers. Duties are primarily involving surveying, drafting, scanning/printing, using AutoCad for rendering technical drawings and inspection of construction projects. This position reports to the Engineering Director.

DUTIES AND RESPONSIBILITIES

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs a variety of engineering assignments using manual/computer – aided drafting and design techniques: prepares preliminary drawings from field notes and sketches; and creates and updates drawings, maps, graphs, as-built records and charts for the engineering department.
2. Inspects construction at various public works projects and for public improvements related to private development. Ensures contract and permit compliance; prepares field observation reports; provides support to project manager; prepares as-built records for public infrastructure improvements; and acts as liaison between construction contractors and office engineering staff.
3. Assists in conducting engineering surveys for engineering projects and related activities, including: operating a variety of survey equipment such as levels, total stations, level rods, staking and flagging. May prepare and check legal property descriptions, prepare easement documents and related mapping.
4. Conducts field and office research in order to prepare engineering reports; cost estimates and other related engineering documents.
5. Explains City codes, policies, construction standards and other regulations to the public, contractors, engineers, architects and other public or utility organizations to ensure adherence to routine technical procedures.
6. Maintains files on private utilities, updates utility maps and checks for accuracy of submitted as-built plans.
7. Researches and prepares legal descriptions for utility and construction easements for Public Works projects.
8. Answers public inquiries on existing and proposed public facilities, tax lot numbers, and construction restrictions and requirements. Answers public complaints on construction related requirements.
9. Assist the public, public officials and other employees in a friendly and courteous manner.
10. Compiles data for a variety of narrative and statistical reports; analyzes data; makes recommendations based on findings; prepares correspondence and technical reports.

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11. Develops safe work habits and contributes to the safety of self, co-workers and the general public of the City.
12. Contributes to a positive team atmosphere at the City.
13. Has regular and punctual attendance.
14. Performs assigned duties during an emergency situation.
15. Performs other duties as required.

JOB SPECIFICATIONS:

(These are any combination of education and experience that has provided knowledge, skills and abilities to perform the duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation

a) Education and Work Experience

- i) Two (2) years of experience relative to engineering practices and procedures preferably in drafting, surveying and construction inspection; and,
- ii) An Associate's degree in Civil Engineering, Construction Management or related field from an accredited college or university.

2. Necessary Knowledge, Skills and Abilities

a) Knowledge of:

- i) Practices and principles of civil engineering technology and surveying; public and business administration practices and decision-making.
- ii) Construction materials, quality assurance/quality control concepts and practices. and basic methods used for construction materials acceptance testing.
- iii) OR-OSHA safety rules relating to construction site safety.
- iv) AutoCad and other engineering related computer systems.
- v) Surveying practices.
- vi) Modern office practices and standard accounting and office equipment including computer systems and their application to municipal accounting and fiscal management.

b) Skill to:

- i) Use related software application packages including computerized drafting and design methods and engineering analysis software.
- ii) Solve normal work problems using geometry, trigonometry, algebra and engineering principles.
- iii) Perform the assigned duties of the position.
- iv) Operate office equipment and a variety of word processing and software applications.

c) Ability to:

- i) Ability to manage workload and prioritize multiple assignments within tight timeframes.
- ii) Ability to conduct necessary engineering research and compile comprehensive reports.

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- iii) Ability to perform field inspections.
- iv) Apply Federal, State, and local policies, procedures, laws and regulations.
- v) Maintain confidentiality of data when appropriate.
- vi) Communicate effectively.
- vii) Establish and maintain positive working relationships.
- viii) Work as a team member and cultivate a team climate.
- ix) Perform the essential functions of the job.

3. Special Requirements

- a) Successfully pass the background checks and screening requirements of the City.
- b) Requires the possession of a valid driver's license or an acceptable alternative method of transportation that allows the incumbent to perform the duties of the position.

4. Tools and Equipment Used

- a) Computer and printer, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; surveying instruments; telephone and mobile radio.

5. Supervision

- a) This position works under the direction and supervision of the Engineering Director and takes direction on specific projects from Civil Engineers as lead workers.
- b) This is not a supervisory position.

6. 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 qualified individuals with disabilities to perform the essential functions.)

- a) Most work is performed in a standard office environment.
- b) Moderate levels of physical effort, temperature extremes, dirty or otherwise disagreeable conditions are present while occasionally performing field survey work, field inspections or setting traffic counters.
- c) Some evening meetings required.

The job classification 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.

Drafted: July 2, 2008

Adopted: July 14, 2008

Revised: