

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ENGINEERING TECHNICIAN III

GENERAL FUNCTION:

Performs complex engineering work of a technical nature under the general direction of the Civil Engineer II. May act as project manager for public improvement projects, and coordinate and design capital improvement projects. Manages traffic, utility studies and other projects as assigned. Provides contractual administrative support as required.

Duties and Responsibilities:

(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. May act as project manager for public improvements, reviewing construction plans, making and coordinating inspections.
4. As needed, coordinates and performs work necessary to complete management plans.
5. Answers questions from the public, contractors and developers regarding City ordinances, utility locations, and zoning codes.
6. Designs and coordinates capital improvement and public improvement projects. As required, designs drawings of existing and proposed utilities and facilities as well as general road design.
7. Evaluates complex, development-related utility system issues and drafts land use conditions of approval, as well as language for intergovernmental agreements.
8. Acts as public works engineering representative on design review and plan checks, ensuring compliance and problem free construction of utilities,

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streets and easement in the right-of-way. If requested, prepares graphic designs of presentation material for City departments.

9. May be assigned to serve on intergovernmental committees as a representative of the City.

10. May be assigned other duties and responsibilities, as needed.

SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)

1) Job Preparation:

a) Education:

i) Requires an Associate of Science Degree in Civil Engineering, Civil Engineering Technology, Construction Management or a related field and four (4) years progressively responsible civil engineering experience including design and survey. (May substitute a Bachelor's Degree in Civil Engineering with two (2) years experience, as determined by the City.) Requires one (1) year of experience in project management and field construction inspection. Satisfactory equivalent combination of experience, education and training which ensures the ability to perform the work, as determined by the hiring authority, may be substituted for the above.

b) Training:

i) Requires a minimum of one (1) year experience in drafting. Must be able to read, interpret and prepare plans and specifications. Ability to demonstrate the operation of computer applications, i.e. Microsoft Office Suite and AutoCAD.

Working knowledge of modern engineering methods and techniques is required. Must be able to coordinate with other City staff to define public improvement requirements. Environment may be stressful; however, employee must interact positively and effectively with developers, contractors and the general public.

Must have a valid driver's license at time of appointment.

2) Supervision:

Received: Work is performed highly independently with Civil Engineer II assigning projects and reviewing work for results obtained and conformance with established procedures.

Exercised: Supervision of others is not a normal responsibility of positions in this classification. Assists in training, counseling and directing activities of the Engineering Technician I or II position.

3) Communication:

Relationships maintained outside the City organization are frequently with developers and engineers. Communication may be of a complex nature. Regional contacts with local, county, METRO and State agencies may be required in the performance of assigned duties.

Contacts with other City staff includes daily contact with public works operations, planning, building, parks, fire and police regarding moderately complex technical information and/or exchanges.

4) Cognitive Functions:

APWA, AWWA, ODOT, West Linn Municipal Code, applicable federal, state and local requirements and generally accepted engineering and public works practices govern the work.

Consequences of errors may result in personal injury, property damage or lawsuit.

Decisions are based on the interpretation of construction standards for developers and in enforcement of conditions of approval from the Planning Commission.

5) Working Conditions:

Adverse working conditions include working around heavy equipment, climbing in and out of sewer manholes and catch basins and exposure to inclement weather.

Maintains normal business hours. Occasional overtime may be required.

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6) Resource Accountability:

May commit City resources of up to \$50 within City of West Linn purchasing policy guidelines. Maintains records of commitments and obligations regarding land development.

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