

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ENGINEERING TECHNICIAN IV

General Functions:

Under the limited supervision of his/her supervisor, this position performs complex ~~engineering~~ work of a technical/professional nature. Reviews plans, approves for City, and field inspects all development-funded utility infrastructure for the City. May be required to focus in any of the following areas: municipal operations and development including sanitary sewer systems, storm sewer systems, water distribution systems and transportation systems. Reviews or oversees review of development design proposals to determine compliance with City requirements and utilization of good engineering practices. Requires interaction with the general public, appointed and elected officials, development engineers, developers and contractors regarding technical issues.

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) Contribute to a positive work environment.
- 2) Dependent on the focus of the position, may perform any of the following duties and responsibilities: Review plans, approve for City, and field inspect all development-funded utility infrastructure for the City. Inspect erosion control measures and BMPs for development. Authorized to issue stop work orders for work under purview; or
 - a. Prepare designs under the supervision of a licensed engineer;
 - b. Participate in the land use process, attendance at Planning Commission meetings and City Council meetings as required;
 - c. Perform traffic counts/investigations and prepares agenda and supporting material and recommendations for Traffic Safety Committee meetings;
 - d. Prepare ordinances, revisions and procedures for the City's design and construction standards and development code;

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- e. Assist the Public Works Department with the acceptance and start up of new utility improvements;
- f. Assist with the determination and collection of improvement permit fees associated with development;
- g. Manage the storm water, Water Quality Sampling program. Manage commercial storm water outreach program and private storm water facilities' maintenance agreements.
- h. Review technical reports and literature, collects data and formulates reports of pertinent information to departmental supervisors. Prepare City's NPDES and associated reports for City Engineer signature.

JOB SPECIFICATIONS:

(Job preparations 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 a Bachelor of Science Degree or an Oregon Engineer in Training (EIT) Certificate. Three years of progressively responsible experience in engineering or public improvement project management is required. Requires a valid driver's license.

2) Supervision:

- a) Received: Work is performed highly independently under the general supervision of the Assistant City Engineer and coordination with the Operations Division.
- b) Exercised: This position may act as lead worker and be responsible for the day-to-day training, monitoring, and direction of an Engineering Technical Inspector position. May also assume responsibility for coordination of specific projects: including supervising, training, assigning, monitoring and concluding of work in a timely manner.

3) Communication:

Contacts and relationships which are made outside the City organization include: contractors, developers, and State, County, and Federal agencies. This position requires

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the ability to understand, respond (orally and in writing) to various contacts and present both technical and non-technical information in public forums.

4) Cognitive Functions:

- a) Work is governed by Federal, State, County, and City regulations.
- b) Demonstrated ability to evaluate complex development proposals and to effectively communicate alterations to design engineers resulting in consensus and compliance.
- c) Ability to design and draft technical plans and specifications for municipal streets and utilities.
- d) Failure to meet deadlines may result in loss of credibility and/or penalty for City.

5) Working Conditions:

- a) Has normal business hours. May be required to attend evening meetings.
- b) Adverse working conditions include exposure to seasonal weather changes including working in inclement weather.

6) Resource Accountability:

- a) May commit City resources of up to \$500 with the verbal approval of supervisor.
- b) Records maintained include: accountability for files relating to public improvements such as: improvement agreements, security documents, engineering plans, specifications related to developments, as built drawings and program records.
- c) Responsible for the proper care of City equipment.

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.