

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: ENGINEERING TECHNICIAN

Department: PW Engineering

Employee Group: AFSCME

FTE Status: Full Time

FLSA Status: Non-Ex

Salary Grade: F

Date: January 2019

GENERAL FUNCTION:

Performs complex engineering work of a technical nature under the general direction of the Senior Project Engineer. 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, in a timely manner.
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.

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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, 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, or related associates degree. A Bachelor's Degree is desired. Three years of progressively responsible experience in engineering or public improvement project management is required. 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. Requires a valid driver's license.

b) Training:

- i) Requires a minimum of one (1) year experience in computer aided design (CAD), preferably (AutoCAD). 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.

ii) 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.

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

2) Supervision:

Received: Work is performed highly independently with Senior Project Engineer 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.

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 citizens and 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:

Work is governed by Federal, State, County, and City regulations.

Meet deadlines in a timely manner.

Decisions are based on the interpretation of the Public Works Construction Standards, City Municipal and Community Development Codes.

5) Working Conditions:

Has normal business hours. Occasional overtime may be required.

Adverse working conditions include working around heavy equipment, sewer manholes and catch basins, and exposure to seasonal weather changes including working in inclement weather. Requires moderate physical effort, occasional use of survey equipment and the use of City vehicles.

6) Resource Accountability:

May commit City resources of up to \$500 with the verbal approval of supervisor.

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Records maintained include: accountability for files relating to public improvements such as: improvement agreements, security documents, engineering plans, specifications, inspection reports, as built drawings and program records.

Responsible for the proper care of City equipment.

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.

Employee Signature

Date