

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: SENIOR ENGINEERING TECHNICIAN

Department: PW Engineering

Employee Group: AFSCME

FTE Status: Full Time

FLSA Status: Non-Ex

Salary Grade: G

Date: January 2019

General Functions:

Under the limited supervision of his/her supervisor, this position performs complex engineering work of a technical/professional nature. Reviews and approves engineering plans for Capital Improvement Projects and Private Development funded utility infrastructure for the City. May be required to focus in any of the following areas: sanitary sewer systems, storm sewer systems, water distribution systems and transportation systems. Reviews development design proposals to determine compliance with City Code and Public Works Standards and utilization of good engineering practices. Requires interaction with the general public, 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: Reviews and approves engineering plans for Capital Improvement Projects and Private Development funded utility infrastructure for the City. Inspects erosion control measures and BMPs for development. Authorized to issue stop work orders for work under purview; or
 - a. Uses engineering software programs and computer aided design, (AutoCAD);
 - b. Prepare designs under the supervision of a licensed engineer;
 - c. Acts as liaison between City project manager and contractor/owner developer;
 - d. Prepares agendas and supporting documentation, makes recommendations for assigned committee meetings;

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- e. Prepare ordinances, revisions and procedures for the City's design and construction standards and development code;
- f. Responds to inquiries and complaints from residents, property owners, businesses and the public about construction projects; prepares project-related correspondence between contractor, engineer, developer and owner;
- g. Assist with the determination and collection of improvement permit fees associated with development;
- h. Responds to inquiries from the public, other agencies and contractors including: answering and processing requests for information, and preparing correspondence and reports;
- i. Prepare and or review technical reports and literature, collects data and formulates reports of pertinent information to departmental supervisors;
- j. Considerable knowledge capital improvement project planning.

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 an Associates of Science in Civil Engineering, Civil Engineering Technology, or relevant associate's degree. Bachelor's Degree is desired. Five years of progressively responsible experience in engineering or project management is required. Requires a valid driver's license.

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 1 year experience with computer aided design (CAD), preferably AutoCAD. Must be able to read, interpret and prepare plans and

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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:

- a) Received: Work is performed highly independently under the general supervision of the Assistant City Engineer and/or Senior Project Engineer. Coordinates with the Operations Division Supervisors as needed.
- 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, training, , monitoring and concluding of work in a timely manner.

3) Communication:

Contacts and relationships which are made outside the City organization include: citizens, contractors, developers, and State, County, and Federal agencies. This position requires 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. Process and Procedures are well defined, no need for redesign.
- 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. Occasional overtime may be required.

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- b) 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:

- 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.

Modified 3/2017, 01/2019

Employee Signature

Date