
POSITION TITLE: Engineering Technician
DEPARTMENT: Public Works
FLSA STATUS: Non-Exempt
SALARY GRADE: E
REPRESENTATION: None

GENERAL POSITION SUMMARY:

The Engineering Technician performs a variety of technical tasks related to; design review, mapping, database management, public works operations, project management, land use planning and contract administration. Along with recordkeeping and reporting. Reviews and advises on regulations and provides information to the public, contractors and industry representatives.

ESSENTIAL JOB FUNCTIONS:

- Assists with all elements of smaller city improvement projects (i.e., design, contract preparation, construction management and inspection)
- Develops and maintain various processes to manage and track public works projects and development reviews including project budgets and schedules.
- Using Arc View software, prepares new maps and revises existing maps for utility and transportation systems, land use and zoning designations, prepares drawings, presentation graphics, charts and similar special mapping needs.
- Assists in development review processes.
- Assist with program development and management for Water, Wastewater and Storm utilities
- Coordinate water conservation efforts.
- Maintains and updates the Public Works Department website and online database(s).
- Responds to inquiries and requests from the public.
- Research and make proposals regarding business efficiencies.
- Coordinates department communication under direction of management.
- Perform technical studies, analyzes data, makes recommendations and draw logical conclusions based on findings and submits reports.
- Assist management with logistics of events and coordination of department goals.
- Management of city right of way permit use.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.
- Performs other duties as assigned or requested.

JOB SPECIFICATIONS:

Mandatory Requirements:

- Associate Degree plus two years' experience working in a similar position, any equivalent combination for education and experience that provides the knowledge, skills, and abilities to successfully perform the job.
- Preferred working knowledge of Bluebeam or related software.

Necessary Knowledge, Skills and Abilities:

- Ability to use independent judgment to analyze situations and make decision and/or recommendations on the most appropriate course of action.
- Ability to maintain organized documents and files, including record drawing data and information.
- Ability to resolve conflict and deal with stressful situations in a professional manner.
- Ability to read and understand maps, construction drawings, and specifications, both paper copy and electronic format.
- Ability to apply mathematics to interpret data from record drawings, construction drawings, and maps.
- Effectively convey technical information in person and in writing with co-worker, and various stakeholders.
- Ability to be assertive and ask for clarifying information and instructions when necessary.
- Ability to understand and follow directions and manage shifting priorities.
- Ability to problem solve, multi-task and resolve routine issues effectively in a professional manner.
- Strong oral and written communication skills.
- Strong computer skills. Must be proficient in Microsoft word, Excel, Access.
- Must have the ability to learn ESRI ArcView and Bluebeam or related software.
- Ability to understand and work within a database and spreadsheet applications
- Exercise good judgement

Special Requirements/Licenses:

- Possession of, or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

SUPERVISION RECEIVED:

This position performs the full range of duties under general supervision of the Public Works Director.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Frequently required to sit and talk or listen.

- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required by this job includes close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

General office computer/equipment including, but not limited it, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

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 individuals with disabilities to perform the essential functions.

- Work is performed both in and out of the office. Field work will include working on construction sites or performing inspections and studies throughout the city. Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Jennifer Coker
Public Works Director

Adopted: Unknown
Revised: 04/19/2016, 02/08/2018, 8/2020, 7/2024

This job 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.

Employee

Date