

**CITY OF SPOKANE VALLEY
POSITION DESCRIPTION**

Class Title: Engineering Technician
Department: Public Works
Division: NA
Date: May 13, 2003

Job Code Number: 320
Grade Number: 14
FLSA Status: Non Exempt
Location: City Hall

GENERAL PURPOSE

Performs routine technical engineering related work for environmental, utilities, street, and other public works projects and programs. Assists an Engineer in application of principles, methods, and techniques of civil engineering technology.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Public Works Director or City Engineer as assigned.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews project specifications and confers with engineer concerning assistance required such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports.

Conducts materials testing and analysis.

Prepares reports detailing tests conducted and results. Drafts and calculates field notes to document quantities, alignment, grade and locations according to project plans or to document monthly and final progress estimates.

Surveys project sites to obtain and analyze topographical details of sites.

Writes legal descriptions for dedications, annexations, local improvement districts, easements or condemnations.

Researches records, maps and other data to obtain such typical engineering data such as location of sewer stubs, water mains, hydrants, etc. and zoning district designations or special property assessments.

Using computer assisted design (CAD) equipment and software, designs and/or drafts sketches of proposed drawings, checking dimension of parts, materials to be used, relation of one part to

another, and relation of various parts to whole structure or project; making any adjustments or changes necessary or desired. Drafts detailed dimensional CAD drawings such as those needed for company products, facilities, improvements, systems and projects. Assists in the preparation of CAD engineering plans and specifications, and in the preparation of maps, data bases, and comprehensive plans.

Draws charts for representation of statistical data; draws finished designs from sketches.

Reviews project specifications and confers with Engineering and other staff concerning assistance required such as plan preparation, design changes, and reports.

Drafts and plots maps and charts showing profiles and cross-sections, indicating relation of topographical contours and elevations to buildings, retaining walls, tunnels, utility lines, and other structures.

Calculates dimensions, profile specifications, and quantities of materials such as pipe, concrete, and asphalt.

Inspects construction site to determine conformance of site to design specifications.

Assists engineers to ensure that construction and repair of transportation, water or wastewater systems meet control requirements.

Assists in the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

Assists in the preparation of engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

Assists in project management for the construction of the municipal public works projects.

Assists in the preparation of sanitary sewer, water, storm drainage, and street system maps, data bases, and comprehensive plans.

Assists in the maintenance of engineering and infrastructure records. Prepares and drafts as-built plans for street, water, sewer or light systems.

Reviews applications for utility permits, street use permits, franchise utility permits, etc. Issues routine permits.

Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepares traffic, utility and other studies and reports.

Coordinates sidewalk inspection, maintenance and enforcement programs.

Assists in intersection signal and channelization design.

Assists in the development of pavement management systems.

Performs a variety of office related functions, including preparing permits, correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff, and the general public.

Serves as a drafter, by making final sketch of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project; making any adjustments or changes necessary or desired; Inking in lines and letters on pencil drawings as required; Drawing charts for representation of statistical data; drawing finished designs from sketches; using computer assisted drafting (CAD) equipment and software.

PERIPHERAL DUTIES

Serves as a member of various employee committees.

Serves as a member of survey crew or flagging as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a high school or GED, supplemented by two years of related technical or college training in drafting, Computer-Aided-Design (CAD), engineering technology, civil engineering or a closely related field; and

(B) Minimum of two years related work experience; or

(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; some knowledge of applicable City policies, laws, and regulations affecting Division activities;

(B) Considerable skill in arriving at cost estimates on complex projects; some skill in operating the listed tools and equipment; some skill in basic drafting, surveying, and flagging.

(C) Ability to prepare, organize and maintain engineering field and office data, reports and systems; ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Must possess a valid State driver's license or have the ability to obtain one prior to employment; must be physically capable of moving about on construction work sites.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and data base and computer-aided-design software; standard drafting tools; pipe locator; engineering calculator; motor vehicle; phone; mobile radio.

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 functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

Approval: _____
Human Resources Manager

Approval: _____
City Manager

Effective Date: May 13, 2003

Revision History: