

**CITY OF SPOKANE VALLEY
POSITION DESCRIPTION**

Class Title: Engineering Technician II
Department: Public Works
Division: NA
Date: October 17, 2007

Job Code Number: 320
Grade Number: 15
FLSA Status: Non Exempt
Location: City Hall

GENERAL PURPOSE

Perform complex to difficult technical civil engineering work. Conduct preliminary design and drafting on projects. Make decisions requiring technical expertise and problem solving abilities. Compile, monitor and verify project information.

SUPERVISION RECEIVED:

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

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for completing complex work assignments in a variety of technical areas, such as: survey, mapping, design, traffic, inspection, utility location and engineering project management.

Assist in the planning and completion of public works projects by preparing preliminary designs, drafting projects according to specifications and inspecting projects in progress or as completed to ensure project is completed according to City standards.

Perform a variety of finance functions including compiling, monitoring, verifying and reconciling financial data, such as public work trust fund loans.

Monitor and track local, state and federal grants for CIP projects for compliance purposes; work with granting agencies to prepare project agreements and submit timely grants reimbursements on a monthly or quarterly basis.

Researches city right of way, property titles, existing street designs, underground utility locations and other relevant data and develops preliminary designs for the more complex and highly technical proposed public work projects.

May perform inspections of utility and street construction projects. Ensures city and WSDOT construction standards are enforced. Inspect and document contractor's work and reports to project engineer.

With minimal supervision, design and drafts plans and profiles for the more complex and highly technical projects and reproduces and plots drawings for utility comments, in-house review and contract bid openings.

Responsible for the efficient and accurate surveying of land and structures for various uses, including the production of complete topographical representations.

Operate the AutoCAD system to create complex maps to communicate various kinds of information.

Provide technical and administrative support to project coordinators in research, process analysis, project management, communications, regulatory compliance, presentation/report preparations and right of way.

Maintains a variety of logs and records related to work assignments and inspection activities. Conducts research, compiles information, collects data and assists in preparing reports as required.

Assists surveyor in conducting field surveys. Operates various equipment providing support for design and construction.

Answer questions from public regarding property descriptions, utility locations and related information within scope of knowledge and refer to employee of higher classification as appropriate.

Perform a variety of related office and field tasks to gather, analyze and record data and otherwise assist staff engineer in preparation of bid specifications or construction design.

Make recommendations to the staff engineer for field changes on construction projects.

Collect traffic and flow data and generate a variety of computer reports.

May inspect public works projects

PERIPHERAL DUTIES

Serves as a member of various employee committees.

May act as a liaison between contractors, developers and the general public with respect to various public work projects.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) An associate's degree in drafting, Computer-Aided-Design (CAD), engineering technology, civil engineering or a closely related field; and

(B) Minimum of three years related work experience in public works engineering design and construction or as an engineering technician or comparable related work; or

(C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Basic 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) Working knowledge of APWA, MUTCD, WSDOT, contract procedures, job-site safety requirements and traffic control requirements.

(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 60 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: _____
Deputy City Manager

Effective Date: November 19, 2007

Revision History: