

POSITION DESCRIPTION

Engineering Technician

Department:	Public Works
Division:	Engineering
Grade:	13
FLSA Status:	Non-Exempt
Bargaining Unit:	Austin Employees Association
Date:	February 2015

General Purpose

Performs routine and complex technical engineering related work for sewer, 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 Assistant City Engineer and Public Works Director.

Essential Duties and Responsibilities

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

Prepares Feasibility Reports for public improvement projects.

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.

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.

Maintains the engineering library and infrastructure records.

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

Assists engineers to ensure that construction and repair of transportation 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, 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; issues routine permits.

Coordinates sidewalk inspection, maintenance and enforcement programs.

Assists in the development of pavement management systems.

Perform public improvement inspection activities within public right of way.

Performs a variety of office related functions, including preparing permits, drawing charts for representation of statistical data; using computer assisted drafting (CAD) equipment and software.

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.

Peripheral Duties

Serves as a member of various employee committees.

Minimum Qualifications

Education and Experience:

- (A) Graduation from high school or GED; and
- (B) Two years of related technical or college training in drafting, Computer-Aided-Design (CAD), engineering technology, civil engineering or a closely related field; and
- (C) Minimum of two years related experience; or
- (D) 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; knowledge of the methods and standards of construction and land survey nomenclature and symbols; 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; ability to perform precise survey work and reduce field notes;
- (C) Ability to prepare, organize and maintain engineering field and office data, reports and systems;
- (D) 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.

Special Requirements

- (A) Must possess a valid State driver's license or have the ability to obtain one prior to employment;
- (B) Must have the ability to obtain the following MnDOT Technical Certification Programs: Aggregate Grading and Base, Bituminous Street, Bituminous Plant, Concrete Field and Concrete Plant.
- (C) Must be physically capable of moving about on construction work sites.

Tools and Equipment Used

Personal computer, including word processing, spreadsheet, 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.

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.