

 **City of Pendleton**

 **Job Description**

 **Engineering Technician I**

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| --- | --- |
| **Department**: Community Development  | **FLSA**: Non-Exempt |
| **Reports to**: Associate Engineer  | **Representation**: SEIU |
| **Pay Range**: Range 19  | **Date**:  January, 2022 |

**GENERAL POSITION SUMMARY:** *(why does this position exist)*

Performs moderately complex sub-professional engineering work in the field or office in connection with investigation, location, design, construction, maintenance and operation of engineering projects; does related work as required.

**ESSENTIAL FUNCTION/MAJOR RESPONSIBILITIES:** *(list those tasks that HAVE TO BE DONE to accomplish the Job Purpose)*

1. Compiles data; computes quantities; extends estimates; traces or makes drawings and sketches; makes and records observations and measurements; inspects construction projects; prepares drawings from field notes; prepares moderately complex designs as directed.

2. Files and records maps, charts and similar drawings, researches property descriptions and legal owners.

3. Uses technical equipment and instruments for surveys, for lines and grades for water, sewer, and streets, and other construction.

4. Operates ozalid printing machine, calculator and other technical machines and instruments.

5. Keeps material records for construction projects.

**IMPORTANT FUNCTIONS:** *(list those tasks that may be done, but are not essential to fulfill the job purpose; any ancillary job tasks)*

1. Attends staff meetings and training as required.

2. Performs other duties as assigned by the Associate Engineer or City Engineer.

**DESTINGUISHING CHARACTERISTICS:** *(what separates this job from others in the series?)*

This class is distinguished from the Engineering Technician II class by the absence of higher education and/or lesser responsibility, independence and complexity of assignments. Engineering Technician I does not require a Bachelor’s Degree, but would require an Associate’s Degree or equivalent education or work experience. Engineering Technician II’s perform work at journey level and are assigned projects of larger scope with limited oversight. The Engineering Technician II class is distinguished from the Engineering Technician III class in that employees in this class perform work under closer supervision, and carry out assignments that are less technically difficult. Engineering Technician III’s perform work at the advanced journey level and have greater responsibilities for the technical management of projects, which may include contract and construction management, cost estimates, scheduling, and inspections. The Engineering Technician III class requires an Engineer in Training or Land Surveyor in Training Certification.

**JOB SPECIFICATIONS:** *(education and experience requirements are minimum standards. In some cases, other equivalent combinations of education, training and experience can be considered.)*

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Associates Degree from an accredited college or university is required. Degree must be in civil engineering, civil engineering technology or construction technology or a related field; and
2. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[x]  1 – 3 years

[ ]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

1. Describe experience: Two years of sub-professional engineering experience, supplemented by some experience in field or office work of a sub-professional engineering nature; or two years of technical schooling; or any satisfactory equivalent combination of experience and training.
2. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Choose an item. in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ required Choose an item. of hire;

**3.** **Necessary Knowledge, Skills and Abilities:**

1. Knowledge of methods, techniques, materials and equipment related to civil engineering, surveying, computer aided drafting (AutoCAD Civil 3D), MS Work, and MS Excel.
2. Knowledge of street, storm and sanitary sewer, water design and standards.
3. Knowledge of City policies, procedures, regulations, and codes related to engineering projects.
4. Knowledge of safety standards, practices and procedures applicable to area of assignment.
5. Ability to work independently in the absence of direct supervision.
6. Knowledge of mathematics, including trigonometry and ability to keep records and make mathematical computations.
7. Ability to use drafting instruments, hand tools and simple engineering equipment.
8. Ability to design streets, storm and sanitary sewers, water systems, and civil engineering projects.
9. Ability to plan and manage multiple projects simultaneously.
10. Ability to research and write project specifications.
11. Ability to follow oral and written instructions accurately and efficiently.
12. Ability to communicate clearly.
13. Ability to perform duties under varying weather conditions and in or near traffic.
14. Ability to perform the physical activities required for the position.
15. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers/supervisor/patrons/clients, etc., attend meetings and trainings.
16. Ability to establish and maintain effective working relationships.
17. Ability to work as a team member.
18. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
19. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software including AutoCAD

1. Vehicle - Car/pickup/van/SUV
2. Various types of survey equipment.

**5.** **Supervision:**

1. This position does not supervise other staff.
2. This position reports to the Associate Engineer. Supervision received is (Choose one):

[x]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [ ]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[x]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[ ]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[ ]  Controversial

[ ]  Confidential

[ ]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

[x]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.

[ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.

[ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.

[ ]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[x]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[ ]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.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.*

1. Work is performed primarily indoors, but does require outdoor work as well. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Medium .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[x]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[x]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[x]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[x]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[x]  Not applicable [ ]  Input [ ]  Prepare [ ]  Forecast [ ]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

1. Persons in this classification are responsible to make purchasing decisions resulting in the most efficient solution for the lowest cost.

*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.*

Drafted: January, 2022

Adopted:

Revised:

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Employee Acknowledgement/Date Supervisor Approval/Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.