

 **City of Pendleton**

 **Job Description**

 **Engineering Technician II**

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| --- | --- |
| **Department**: Community Development  | **FLSA**: Non-Exempt |
| **Reports to**: Associate Engineer  | **Representation**: SEIU |
| **Pay Range**: Range 21  | **Date**:  July, 2020 |

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

Under general supervision, performs technical work relating to public improvement projects, which includes engineering surveys, drafting and designing engineering projects using AutoCAD, and inspecting projects within the City’s right-of-way and on other City properties in accordance with city, state, and federal standards and requirements.

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

1. Designs a variety of engineering projects, including streets, water, storm water and sanitary sewer system improvements, parking lots, and other capital improvement projects.

2. Prepares bidding documents; helps to oversee bidding process; provides preliminary bid analysis for contract award.

3. May assist or serve as the project manager on engineering projects; helps to oversee construction projects/contracts within the City; conducts inspections of the installation and construction of public utilities and street improvements; prepares cost estimates; resolves field engineering problems on construction projects, ensures contractors comply with Construction Standards and Specifications and other local, state, and federal requirements.

4. Performs inspections of all construction activity in the City’s right-of-way. Also performs inspections of construction on other City construction projects.

5. Prepares pay documentation for construction projects within the City. Prepares letters and change orders; maintains records of work performed; maintain and record as-built data; and performs construction surveying and staking.

6. Responds to inquiries and complaints from property owners, businesses and the public regarding engineering projects, sewer, storm water and water system locations and plans for future development.

7. Operates a variety of survey equipment.

8. Performs field surveys; measures and records field data of existing facilities.

9. 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 I class by higher education and/or greater 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. Bachelors 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

Describe experience: Two (2) years progressively responsible related experience in the construction or engineering field.

1. 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. Ability to work as a team member.
7. Ability to design streets, storm and sanitary sewers, water systems, and civil engineering projects.
8. Ability to plan and manage multiple projects simultaneously.
9. Ability to research and write project specifications.
10. Ability to communicate clearly.
11. Ability to perform duties under varying weather conditions and in or near traffic.
12. Ability to perform the physical activities required for the position.
13. Ability to maintain regular and predictable attendance to serve customers, interact with co-workers/supervisor/patrons/clients, etc., attend meetings and trainings.
14. Ability to establish and maintain effective working relationships.
15. Ability to work as a team member.
16. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
17. 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.

4. **Supervision:**

a) This position does not provide supervision to any other staff.

b) Operates under the general direction and supervision of the City Engineer and Associate Engineer.

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

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

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

 [x]  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:*

[ ]  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.

[x]  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:

Adopted:

Revised: 07/13/20

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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.