



Effective: July 1, 2019

City of Sweet Home

Engineer Technician 1

Job Description

FLSA Non Exempt

AFSCME Represented

Approved by:

 AFSCME 8/21/2019

## **ENGINEER TECHNICIAN 1**

### **A. SUMMARY:**

Acts as a primary contact at the Community & Economic Development counter, providing information and assistance for public inquiries related to the Building, Planning, and Engineering Divisions. Performs entry-level work as a technician in the fields of civil engineering, surveying, drafting, design. Inspects private development and City improvement projects. Maintains and updates City Geographic Information System (GIS) and Computer Aided Drafting (CAD) data programs. Provides information and assistance to the Maintenance Division. Conducts field work to investigate/resolve complaints and inspect work of others.

### **B. SUPERVISION RECEIVED AND EXERCISED:**

Supervision is not a responsibility of this position. Work is performed under the direction of the Associate Planner or his/her designee; who reviews work on the basis of results obtained.

### **C. EXAMPLES OF DUTIES:**

The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Provides front counter service to the public. Responds to general and technical inquiries received from the general public regarding services, requirements, specifications, fees, etc related to local zoning and building regulations and public utilities.
2. Answers phones, looks up properties, hands out applications and forms with explanations and requirements as needed, processes inspection requests, etc. Provides location and connection information related to City-owned streets and utilities and provide standard construction information. Collects fees and distributes permits. Determines specific needs and arranges for appropriate staff members to assist.
3. Investigates and resolves complaints received from the general public, ensuring proper follow-up with complainant.

4. Assists in the review of private development plans for compliance with codes, regulations, and standards and adequacy of applications for permits and compliance with approved plans. Issues right-of-way permits for private developments, franchise utilities, etc.
5. Performs field duties as an inspector on right-of-way permits and City improvement projects to assure satisfactory workmanship and adherence to engineering drawings and specifications.
6. Maintains and updates City maps using existing GIS and CAD data files. Inputs new or changed information as record documents are submitted to the City. Takes measurements of infrastructure construction using GPS equipment and physical field measurements.
7. Creates a variety of maps for customers and City projects. Maintains and performs advanced GIS analysis operations on City software capital programs.
8. Assists in the evaluation of transportation and utility impacts of development proposals, permits, rezones, plats, etc. Prepares traffic, utility, and other reports.
9. Maintains department contractor files and records in an easily retrievable manner, including computer records. Reviews pre-qualification applications for licensing, insurance and other requirements. Monitors expiration dates and contacts contractors to obtain current information as necessary.
10. Maintains utility and right-of-way records and performs technician-level tasks related to utility and right-of-way administration.
11. Collects field information such as traffic counts, speeds, water flow, infrastructure asset locations, as-built, etc., for use by others within the department. Field checks dimensions of lots and street sections to verify correctness.
12. Researches, reviews and drafts legal descriptions and easement documents. Researches and interprets surveys.
13. Performs a variety of office-related functions, including correspondence, preparing presentation materials, brochures, reducing field notes, printing and scanning materials, answering phones, and responding to inquiries from contractors, developers, property owners, staff, and the general public.
14. Provides assistance to other department personnel as workload and staffing levels dictate.
15. Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
16. Represents the City of Sweet Home by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.
17. Maintains work areas in a clean and orderly manner.
18. Maintains regular job attendance and adherence to working hours.
19. Operates a motor vehicle safely and legally.
20. Performs other duties as assigned by supervisor.



#### **D. WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. In the performance of job duties, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, and operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
2. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites and investigation of existing infrastructure conditions. The employee must occasionally lift and/or move up to 50 pounds.
3. Hand-eye coordination is necessary to operate field instruments, computers, and various pieces of office equipment.
4. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and, the ability to adjust focus.
5. Manual dexterity and coordination are required to perform the work. This is used while operating equipment such as computer keyboards; calculator; and telephones.
6. The ability to safely walk on rough, uneven, sticky, and/or slippery ground is required. This is used while on outdoor construction sites.
7. In the performance of the job duties, the employee will occasionally work in outside weather conditions. The employee is occasionally exposed to hot, cold, wet, and/or humid conditions, or airborne particles.
8. The noise level in the work environment is usually quiet to moderate in the office and moderate in the field.

#### **E. ADDITIONAL POSITION REQUIREMENTS:**

##### **Ability To**

1. Communicate effectively orally and in writing with architects, contractors, developers, property owners, supervisors, employees, and the general public; and establish effective working relationships.
2. Effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
3. Interact with agitated community members in a productive, objective and equitable manner.
4. Learn to operate GIS and CAD software and field instruments and equipment used in surveying, construction inspection, and drafting.
5. Perform technical computations, make engineering estimates, conduct quality control tests, and compile engineering data and statistics.
6. Conduct and understand statistical calculations and be prepared to make presentations as needed.

7. Prepare and interpret maps and other graphical presentations.
8. Learn and apply city ordinances, state statutes, and state administrative rules.
9. Read and write a variety of documents, including correspondence, proposals, articles for publication, and other persuasive and informative materials.
10. Understand and carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
11. Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
12. Communicate effectively and professionally with diverse audiences, including the public, the City Council, and City staff at all levels.
13. Form efficient and effective working relationships with other employees and the public.
14. Define problems, collect data, establish facts, and draw valid conclusions.
15. Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
16. Pay attention to detail.
17. Work in a busy environment with multiple activities and customers.
18. Accommodate a work schedule that may require work on weekends.
19. Be at work on time. Be available for work. Give a full day's work.
20. Respond in a positive manner to directions.
21. Learn present jobs as well as new jobs within the scope of the position. Adjust to change.
22. Get along with others.
23. Learn, know and follow the rules, policies, practices and procedures of the department.
24. Follow all safety rules and procedures for work areas.
25. Be physically and mentally fit for work.

### **Required Knowledge and Skills**

In the performance of job duties, the employee will use a personal computer and various software programs; motor vehicle; calculator; digital camera and/or video recorder; portable radio; phone; copy and fax machines; and other related tools and equipment.

#### **Mathematical Skills:**

Some basic knowledge of mathematics through trigonometry and its application to field surveying and engineering computations; and civil engineering principles, techniques, and practices. Ability to apply advanced mathematics concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **License and Certificate**

Oregon Driver's License with good driving record is required for use of City vehicle.

**Experience and Education**

**MANDATORY REQUIREMENTS:** Equivalent to high school plus broad specialized training equal to two years of college in engineering technology or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Knowledge of civil engineering technology, construction specifications and procedures. Knowledge of GIS, CAD, spreadsheet and word processing software.

**DESIRABLE REQUIREMENTS:** Associate degree in civil engineering technology; or any satisfactory combination of experience and training. Previous experience in construction or municipal engineering environment and knowledge of surveying techniques. Previous experience using GIS and CAD software. Knowledge of, or previous experience with, Oregon planning and building inspection laws and procedures.