


**City of Sweet Home  
Job Description**

**Job Title:** Engineer Technician 2  
**Department:** Public Works  
**Reports To:** Staff Engineer  
**FLSA Status:** Nonexempt  
**Union Position:** Yes  
**Prepared By:** Public Works Director  
**Prepared Date:** October 2006  
**Approved By:** Public Works Director and Union Local President  
**Approved Date:** November 30, 2006  
**Reviewed By:**   
**Reviewed Date:** December 6, 2006

**SUMMARY**

Performs work as an experienced technician in the fields of civil engineering, surveying, drafting, design, and inspection of public improvement projects; applies principles, methods, and techniques of civil engineering technology. Provides construction inspection and documentation for public works infrastructure and AutoCAD drafting and field data collection under the direction of a design engineer and manages the City's encroachment permit and backflow prevention programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not exclusively limited to, the following. Other duties may be assigned.

Be at work on time.

Be available for work.

Give a full day's work.

Respond in a positive manner to directions.

Learn present job as well as new jobs.

Adjust to change.

Get along with others.

Know and follow the rules, policies, practices and procedures of the department.

Be physically and mentally fit for work.

Must be able to fulfill the entire responsibility and essential job duties as listed for Engineer Technician 1.

May act as survey chief in directing a survey crew involved in determining property line locations, existing street and sewer locations, and preparing preliminary layouts for future improvement projects.

Does engineering drafting and design work of a general nature. Prepares engineering drawings for improvement projects and construction cost estimates. May prepare and review project specifications.

Performs duties as an inspector for construction of improvement projects to assure satisfactory workmanship and adherence to engineering drawings and specifications.

Assists the public by providing location and connection information related to City-owned streets and utilities; issues permits as required; and provides standard construction information.

Assists in engineering cost analysis and preparing construction and assessment estimates.

Conducts research and reviews and drafts legal descriptions and easement documents.

Maintains and updates existing database files and inputs new or changed information as record documents are submitted for City Information Management System. Maintains and performs advanced GIS analysis operations on City water software capital programs.

Performs traffic engineering work including traffic studies and vehicle counts; assists in intersection, signal, and channelization design.

Maintains utility and right-of-way records and performs technician-level tasks related to utility and right-of-way administration.

Assists in the review of private project development plans for compliance with codes, regulations, and standards and adequacy of applications for permits and compliance with approved plans.

Assists in the coordination required to advertise for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

Reviews applications for utility permits, street use permits, franchise utility permits, etc. Issues routine permits.

Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepares traffic, utility, and other studies and reports.

Coordinates sidewalk inspection, maintenance, and enforcement programs.

Performs a variety of office-related functions, including preparing permits, correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones, and responding to inquiries from contractors, developers, property owners, staff, and the general public.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other department personnel as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a responsibility of this position.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Passing a pre-employment drug test is required.

Ability to prepare, organize, and maintain engineering field and office data, reports, and systems; develop cost estimates on complex projects; and interact positively and 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. The position in Public Works Operations must also have the ability to adapt to flexible and changing work order tracking needs of maintenance personnel.

Knowledge and understanding of public improvement construction and inspection; working knowledge of AutoCAD or similar computer drafting software; and knowledge of procedures and regulations pertaining to workplace safety, confined work space, and working on construction sites and other potentially hazardous locations.

Significant knowledge and understanding of database management applications and maintenance management software application programs; working knowledge of maintenance activities and requirements relative to municipal utilities and water and wastewater treatment facilities; and

knowledge of procedures and regulations pertaining to workplace safety, confined work space, and working in hazardous and potentially hazardous locations.

**EDUCATION and/or EXPERIENCE:**

**MANDATORY REQUIREMENTS:** Associate's degree in civil engineering technology or a closely related field and minimum of one-year related experience in the field of civil engineering; or any equivalent combination of education and experience. Knowledge of civil engineering technology, construction specifications and procedures, computer aided drafting and word processing software. Knowledge of surveying techniques. Must also have demonstrated experience in the inspection of public works improvements and the use of AutoCAD or similar computer aided drafting software.

**DESIRABLE REQUIREMENTS:** Bachelor's degree in engineering, surveying or a related field and a minimum of three years' related experience. Previous experience in municipal engineering environment.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or committees/commissions.

**MATHEMATICAL SKILLS:**

Considerable knowledge of mathematics, including trigonometry as applied to field surveying, engineering computations, and design. Some knowledge of: civil engineering principles, practices, and methods as applicable to a municipal setting; and applicable City policies, laws, and regulations affecting Division activities.

Ability to apply advanced mathematical 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.

**REASONING ABILITY:**

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

A valid State of Oregon Motor Vehicle Driver's License is required.

**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 both in the office and the field. When in the office, work is often sedentary and may involve hearing voice conversation, keyboarding, operating basic engineering equipment and blueprinting machinery with common exposure to chemicals and gasses.

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 15 pounds on a regular basis and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, surveying and standard office equipment.

**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.

Ability to form efficient and effective working relationships with other employees and the public

The majority of the work period occurs under usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Approximately 10% of the work period is spent outdoors with exposure to weather conditions.