

ORGANIZATION:	City of Sherwood	DATE: 2014
LOCATION:	Sherwood, Oregon	
DIVISION:	Community Development	
DEPARTMENT:	Engineering	
FLSA STATUS:	Non-Exempt	
JOB TITLE:	Engineering Technician I – Pay Group 5	

PURPOSE OF POSITION:

Under the general supervision of the Engineering Associate II and/or Civil Engineer, the Engineering Technician 1 performs basic engineering and technical administrative support functions as assigned. Primary focus of the position will be administration of the right-of-way permit process, GIS data entry, development of civil engineering project drawings utilizing CADD programs, reviewing and documenting project as-built conditions, performing Erosion and Sediment Control (ESC) inspections, and providing front desk customer service.

ESSENTIAL JOB FUNCTIONS:

The Engineering Technician I may perform a combination of some or all of the following duties:

Answer public inquiries concerning existing public facilities, and issues and maintains addressing listing in GIS format. Coordinate submittal of addressing GIS data with US Postal Service.

Issues and maintains records of public right-of-way permits. Reviews and provides comments on information provided in right-of-way permit application and inspects work performed under right-of-way permit for conformance to City standards.

Inspect and monitor construction of public capital improvement and private development projects to ensure compliance with approved Erosion and Sediment Control (ESC) plans, specifications and permitting agency requirements. Read and interpret project plans in conjunction with actual construction. Consult and advise developers, contractors and engineers of requirements needed to pass ESC inspection. Maintain records of ESC inspections and enforcement actions. Coordinate reporting of ESC records with outside jurisdictional agencies.

Utilizing AutoCAD and GIS systems, maintain as-built records of public capital improvement and private development projects. Perform design drafting on public capital improvement projects.

Meet with staff, general contractors, subcontractors, architects, engineers and other customers to explain engineering requirements and resolve conflicts and problems. Answer basic technical questions from the public regarding City, State and applicable local construction requirements.

Write inspection reports. Maintain and file accurate inspection reports, plans, and reports. Enter inspection reports into computer system. Track inspections and stop work orders.

Investigate compliance issues as directed by supervisor.

Service objective – responsibilities to citizens and taxpayers - Conduct City business in a courteous and respectful manner. Support and maintain a positive work environment. Use City resources in a cost-effective manner.

Supportive work environment - Treat other employees with respect. Keep others informed of work issues and programs by maintaining effective communication. Work to resolve issues of conflicting personalities and needs. Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Assist the City Engineer and other City departments with special projects as assigned. Provide assistance to other staff 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.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Basic knowledge of practices, principles and techniques used in engineering design and construction of public capital improvement projects and private development projects. Basic knowledge of methods and materials used in construction of utilities and roads; and the standards, codes, ordinances, laws and regulations governing engineering construction inspections of public works and private development projects. Basic knowledge of tools and materials used in the construction trade, including methods and instruments used to install and test storm/sanitary systems and streets; and of mathematics principles and English grammar, spelling and usage. Any combination of education, training and experience that would provide the required knowledge and ability is qualifying. The typical way of obtaining the knowledge and abilities outlined above is through obtaining an Associates' Degree in Civil Engineering technology; graduation from high school or equivalent, supplemented by courses in engineering technology; or an equivalent combination of training and experience enabling the incumbent to perform the essential functions of the position.

ADDITIONAL REQUIRED SKILLS: Ability to read blueprints and plan specifications; ability to maintain accurate records, participate on a team focused on producing high quality results; and ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public. Strong internal and external customer service and communication skills. Ability to use a keyboard and word processing, spreadsheet programs or computer aided drafting and design tools and other application software as required by the position. Ability to use general office equipment

SPECIAL REQUIREMENTS/LICENSES: A valid Oregon driver's license.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Manual dexterity and coordination are required while operating City equipment such as computer keyboard, calculator, standard office equipment, and driving City vehicles.

WORKING CONDITIONS:

Office work 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. Job site visits during construction activities are required, with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, confined spaces, etc. Frequent travel within the city limits to observe construction activities. There may be infrequent travel outside of the city. Lifting manhole covers or the equivalent of 50 lbs may be infrequently required. The position incumbent works in a fast-paced office environment characterized by frequent deadlines and constant interruptions.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices. May occasionally act as a lead worker on special projects.

SUPERVISION RECEIVED: Works under the general supervision of the Engineer Associate II and/or Civil Engineer.