

<b>ORGANIZATION:</b>	City of Sherwood	<b>DATE:</b> 2008
<b>LOCATION:</b>	Sherwood, Oregon	
<b>DIVISION:</b>	Community Development	
<b>DEPARTMENT:</b>	Engineering	
<b>FLSA STATUS:</b>	Non-Exempt	
<b>JOB TITLE:</b>	Engineering Technician II – Pay Group 6	

**PURPOSE OF POSITION:**

Under the general supervision of the Civil Engineer, the Engineering Technician II inspects private development and related public improvement site work to ensure compliance to engineering specifications and all applicable standards, codes, ordinances, rules, regulations and laws.

**ESSENTIAL JOB FUNCTIONS:**

**Infrastructure Engineering and Construction** - The Engineering Technician II may perform a combination of some or all of the following duties:

Inspect and monitor construction of public works and private development to ensure compliance with approved plans and construction standards. Read and interpret construction plans in conjunction with actual construction. Interpret product listings and installation requirements. Monitor construction milestone testing. Consult and advise developers, contractors and engineers of requirements needed to pass inspection.

Meet with staff, general contractors, subcontractors, architects, engineers and other customers to explain engineering requirements and resolve conflicts and problems. Answer technical questions from the public regarding City, State and applicable local construction requirements. Coordinate with other divisions and governmental agencies on final project acceptance.

Write inspection reports. Maintain and file accurate inspection reports, plans, and reports. Enter inspection reports into computer system. Track inspections and stop work orders. Use AutoCAD for simple drafting.

Assist in the intake and processing of private development submittals to insure all reviews are completed and appropriate comments and concerns are included.

Investigate compliance issues as directed by supervisor. May perform other duties as assigned.

**Service objective – responsibilities to citizens and taxpayers** - Conduct 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:** Knowledge of safety practices related to engineering construction and inspection including confined space entry, underground excavation shoring and traffic control. Working knowledge of practices, principles and techniques used in engineering construction inspections of public works and private development projects; civil engineering design and construction. Working 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 issues and trends in the construction industry; and public purchasing and contracting laws and regulations. Working knowledge of tools and materials used in the construction trade, including methods and instruments used to install and test water distribution systems, 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. A minimum of 5 years of construction inspection is required or an Associate's Degree in Civil Engineering plus 3 years of construction inspection.

**ADDITIONAL REQUIRED SKILLS:** Advanced 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 equipment such as computer keyboard, calculator, and standard office equipment.

### **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. Occasional night meetings may be required. 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 City Engineer.