

## City of Oregon City

## Position Description

Position: Engineering Technician III	AFSCME Union
Department/Site: Public Works/City Hall	FLSA: Non-Exempt
Evaluated by: Development Projects Manager	Salary Grade: 33

### **Summary**

Performs advanced technical engineering support or engineering-related assignments, applying technical knowledge across a spectrum of engineering design, construction, and permit processing functions. Performs advanced technical writing, research, plan review and field inspections. Requires strong organizational skills.

### **Distinguishing Career Features**

The Engineering Technician III is the third and senior-level, in a three-tiered technical career ladder encompassing a range of duties including field data collection, construction inspection, and other advanced technical engineering support functions. Engineering Technician represents a broadly defined classification where incumbents may specialize in field work, inspection, construction permitting, engineering development services, or serve as a generalist. Advancement to Engineering Technician III requires demonstrated proficiency of Engineering Technician II duties plus the ability to perform work across a wide range of advanced design, construction support, and permit issuance duties. The Engineering Technician III also requires a demonstrated ability to perform quality assurance over the work of other engineering technicians, or part-time and temporary staff.

### **Essential Duties and Responsibilities**

The Engineering Technician III is capable of performing the following, but may be assigned to a portion depending on the needs of the department:

- Coordinates certain aspects of projects by assigning, directing and coordinating discrete tasks and processes performed by support or other technical staff. Conducts reviews of others' work products.
- Prepares cost analyses and estimates, and monitors the financial status and progress of work to ensure projects are completed on schedule and meet local, state or federal standards.
- Confers with representatives from engineering firms, developers, property owners, utilities, other government agencies and contractors on technical matters to verify data, coordinate various stages of work, and explain the City's processes, codes and procedures.
- Provides administrative, logistical, and technical support to project engineers and construction management staff.
- Assists in the bidding process for projects, reviewing specifications and submittals, managing records, files and databases, reviewing and preparing project documentation, gathering, recording and evaluating data, preparing reports, and enforcing standards and specifications.

- Performs basic contract administration of construction projects, verifying accuracy of and processing statements for payment, writing change orders, and preparing for and conducting work-in-progress meetings.
- Responds to customer and public inquiries and complaints; explains and interprets codes, policies, standards, fees and procedures to the public.
- Reviews and evaluates studies, designs, reports and records generated by other staff and outside entities. Analyzes data and makes recommendations.
- Performs advanced analysis, evaluation and design work. Collects, analyzes, summarizes, and stores programmatic data to improve program effectiveness using computers, source documents and other records.
- Oversees the processing of permit applications. Oversees and participates in certain aspects of permit issuance processes.
- Through independent, onsite visits, collects field data, verifies conditions, takes measurements, notes potential or developing problems, makes recommendations and carries out other duties related to the field visit.
- Performs peer-level quality reviews of plans, design drawings and specifications prepared by fellow staff and outside engineering consultants for accuracy, completeness and compliance with standards.
- Works with consultants, surveyors, and other outside individuals to provide information on standards, resolve problems and ensure that project details are accounted for and integrated into maps and drawings.
- Inspects and prepares reports on public works projects, such as, subsurface and surface street construction, structures, and other infrastructure, for quality of work and material, for proper line, grade, slope, placement, and for adherence to stipulations and specifications.
- Inspects and prepares progress reports on methods of construction utilized by contractors. Checks for proper dimensions, quantities, and proper use of materials.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires specialized technical knowledge of engineering terminology, practices, procedures, and basic principles. Requires a working knowledge of the laws, regulations, and codes governing municipal engineering and construction. Requires in-depth knowledge of and skill in the use of Microsoft Office, Outlook, Adobe Acrobat software programs, and other common engineering office productivity software. Requires an in-depth knowledge of common office productivity software sufficient to develop presentations and simulations. Requires a working knowledge of legal property descriptions, deed records, survey files, and other documents and data sources identifying boundary and ownership. Requires sufficient math skills to perform geometry, trigonometry, algebraic, cost, and statistical calculations and record distances and geographic measures. Requires sufficient English language skills to document

files and drawings, write technical specifications, prepare contract or bid language, and communicate effectively with staff and customers. Requires sufficient human relation skills to convey engineering terminology to others, to train, and perform quality assurance. Requires the ability to work cooperatively with the public. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

▪ **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to coordinate and review certain aspects of projects. Requires the ability to perform detailed work thoroughly, neatly, accurately and efficiently. Requires the ability to read and interpret field notes, engineering and construction drawings, and technical specifications. Requires the ability to perform a variety of engineering computations. Requires the ability to read and interpret maps, aerial photographs, mapping coordinates, survey documents, legal documents containing boundary information, right-of-way information, and construction drawings. Requires the ability to conduct field data gathering and inspections. Requires the ability to train and offer partial leadership over other technical and support staff. Requires strong organizational and time management skills.

▪ **Physical Abilities**

The incumbent performs work of a sedentary to moderately active nature. Requires sufficient ambulatory ability to sit for extended periods of time, move to project locations, to stand for intermittent periods of time, and to bend, stoop, and reach for limited periods of time to retrieve work materials. Requires sufficient arm-hand-eye coordination to operate a computer keyboard. Requires visual acuity to carry out the essential functions of the position. Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

▪ **Education and Experience**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, trade school or vocational school, or G.E.D. equivalent and supplemented by courses in engineering technology; and four years of progressively responsible engineering technician experience; or an equivalent combination of training and experience. Experience in a public agency is preferred.

▪ **Licenses and Certificates**

Requires a valid driver's license.

▪ **Working Conditions**

Work is performed indoors and outdoors where minimal safety considerations exist.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*