

## City of Oregon City

## Position Description

Position: Engineering Technician I	AFSCME Union
Department/Site: Public Works/City Hall	FLSA: Non-Exempt
Evaluated by: Development Projects Manager	Salary Grade: 25

### **Summary**

Performs basic paraprofessional engineering field and office duties in support of professional engineering, inspection, and administrative staff; processes and issues public works construction permits; researches engineering topics and prepares basic engineering calculations; provides technical information to the public; coordinates technical plan submittals; maintains technical plan files and engineering records; prepares reports; and performs related work as required. Requires strong organizational skills.

### **Distinguishing Career Features**

The Engineering Technician I is the first, in a three-tiered technical career ladder encompassing a range of duties including maintaining engineering records, processing and issuing public works permits, and supporting professional engineering, inspection and administrative staff. Engineering Technician represents a broadly defined classification where incumbents may specialize in field work, inspection, construction permitting, development projects, or serve as a generalist. The Technician I concentrates on maps and drawings and gathering supporting information from the field, providing technical information to the public related to public works infrastructure, public works construction permitting services, and support services to professional engineering, inspection and administrative staff. Advancement to Engineering Technician II requires at a minimum a demonstrated ability to interpret and apply codes, process permits, and perform construction inspections, depending on the assigned duties. Advancement to Engineering Technician III requires at a minimum the ability to perform work across a wide range of design, construction, and permit issuance duties.

### **Essential Duties and Responsibilities**

The Engineering Technician I is capable of performing the following but may specialize in a portion based on the needs of the department:

- Determines necessary project agreements and other documentation, assembles document packages, and coordinates processing of certain documents for recordation.
- Reviews and interprets various drawings and maps of water, sewer, streets, storm water systems and easements.
- Updates and maintains data, records and electronic files to support processing and issuing public works permits.
- Participates in plat review process, including coordinating paperwork with appropriate staff and contacts, compiling, reviewing, and verifying land use conditions, and updating files and databases.

- Coordinates with private contractors and individual property owners regarding construction work being performed in the public rights-of-way.
- May assist in the design and preparation of plans, cost estimates and specifications for public works projects including water, sanitary sewers, storm drains, streets, and other similar construction.
- Responds to information requests from the public, consultants, engineering firms, developers, title companies, inspectors, and staff for base maps, parcel maps and improvement plan information, encroachment permits, benchmarks, copies of maps, as-builts, and street improvements; retrieves plans, reports, permits, and files as necessary to comply with requests; and responds to complaints from the public about construction related problems (streets, lights, drainage, etc.).
- Reviews development proposals and presentations of privately engineered plans and specifications for a variety of privately financed public works construction.
- Maintains and updates engineering project records, tracking lists, permit records, and electronic files.
- Creates reproductions of plans. Makes onsite visits to check base map accuracy and ensure no conflicts with construction plans; collects and analyzes field data.
- Checks drawings for compliance with public works specifications and standards. Creates and scans documents into electronic format from hard-copy originals. Ensures drawings are ready for archiving and may process updated drawings to electronic filing systems.
- Assists other technicians and engineers with research, field data gathering and inspections, analysis and verification of legal descriptions, and other engineering support.
- Makes standardized engineering calculations such as those involving elevations and angles relating storm water and sanitary pipe placement to other utility lines.
- Organizes and files various hard-copy and electronic maps, drawings, records and files. Records dates, case file numbers, updates, and changes.
- Creates custom maps, engineering support documents, such as standard forms, standard operating procedures and templates, and graphics as assigned.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

The position requires basic knowledge of civil engineering principles, practices, and methods applicable to office and fieldwork involving the design, construction, and maintenance of public works infrastructure. Requires working knowledge of and skill in the use of Microsoft Office, Outlook, Adobe Acrobat software programs, and other common office productivity software and data entry screens. Requires a working knowledge of legal property descriptions, deed records, survey files, and other documents and data sources identifying boundary and

ownership. Requires basic knowledge of surveying principles, and procedures. Requires sufficient math skills to perform geometry and algebraic calculations and record distances and geographic measures. Requires sufficient English language and human relation skills to convey engineering terminology and requirements to others.

▪ **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to perform detailed work thoroughly, neatly, accurately and efficiently. Requires the ability to read and interpret standard field notes, engineering and construction drawings, and technical specifications. Requires the ability to perform basic engineering computations. Requires the ability to read maps, aerial photographs, mapping coordinates, survey documents, legal documents containing property boundary and right-of-way information, and construction plans. 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.

▪ **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; 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.*