



ORGANIZATION: City of Lincoln City—Public Works Department
JOB TITLE: Engineering Technician I
FLSA STATUS: Non-Exempt, Grade 8
UNION: AFSCME
UPDATED: November 2021

PURPOSE OF POSITION: Review Single-Family Residential Permits for adherence to City Code and Public Works Standards. Inspect sewer Single-Family Construction improvements prior to City acceptance. Use computer-aided-drafting software, design and/or draft designs of improvement projects, as-built drawings of completed projects to research information about the City's infrastructure and respond to inquiries from the public and field personnel. Update maps, collect field data, and provide technical support within the department.

ESSENTIAL JOB FUNCTIONS: Review residential permits and applications for compliance with established requirements. Meet with property owners and developers to provide information on utility locations, sizes, requirements, etc., to meet City needs. Review land use and right-of-way compliance. Mediate settlements or require correction as appropriate. Perform necessary follow-up inspections.

Update and maintain departmental records, maps, surveys, databases, video tapes, files, etc. Prepare maps and drawings.

Conduct various field activities, e.g. street condition inspections, inspections on in-progress and completed projects, erosion control measures, etc. Inform contractor of any warranty repairs. Recommend release of contractor from repairs following warranty period. Collect field data to determine limits, elevations and locations for public improvement projects, etc.

Respond to informational inquiries from the public and field personnel. Research maps, records and other necessary resources to respond to requests for utility locations, assessor information, public works related zoning issues, addressing, flood plain, and general public works issues. Research and respond to complaints in such areas as flooding, storm drainage, sidewalks, etc.

Maintain cooperative working relationships with City staff, other organizations and the public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Perform field survey tasks as necessary. 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: Equivalent to high school degree.

SPECIAL REQUIREMENTS/LICENSES: Possession of valid driver's license.

DESIRABLE REQUIREMENTS: Previous experience in a municipal public works department.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects, tools or controls. The position requires mobility over a variety of terrain. Infrequent entry to confined spaces may be required. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination

are required over 50% of the work period while operating equipment such as computer keyboard, calculator, surveying and standard office equipment.

WORKING CONDITIONS: Approximately 30% of the work period takes place outdoors with exposure to all types of weather conditions, construction sites and confined spaces. The remainder of the work period takes place under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision of others is not a typical assignment to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED: Works under the general supervision of the Public Works Manager.