



ORGANIZATION: City of Lincoln City
JOB TITLE: Engineering Technician III
FLSA STATUS: Non-Exempt, Grade 13
UNION: AFSCME
UPDATED: March 2022

PURPOSE OF POSITION: Under general supervision, to perform a variety of moderate to complex office and field technical engineering tasks related to drafting and design of public works facilities, construction plan review, inspecting, office research, assisting the public, and perform other duties as required.

ESSENTIAL JOB FUNCTIONS:

Assist the public by providing records, maps, improvement requirements interpreting data and resolving complaints.

Prepare less complex construction plans and specifications, prepare construction cost estimates and make complex calculations; obtain permits and approvals required from other agencies.

Use and maintain a variety of drafting, engineering and survey equipment, enter and retrieve data from computer and operate CAD equipment. Prepare maps, exhibits or graphic displays using GIS and/or CAD. Read and interpret engineering drawings, plans, maps and survey notes.

Process right-of-way and public work permits, including the review of routine legal descriptions and administrative processes.

Participate in the development plan review process. Review developer plans for conformance with City standards and rules. Respond to developer inquiries about City requirements and procedures for development of various types of plans, including Single Family Residential dwellings, multi-family dwellings, commercial development and subdivision and planned unit developments.

Monitor and review progress of developer projects in areas such as work-in-progress to ensure compliance with contractual stipulations, applicable codes and statutes, arranging for and conducting scheduled and unscheduled inspections. May inspect construction project and installation and prepare inspection reports. Compile and maintain project records, numerical data, and documents.

Use Microsoft Word and Excel and City computer programs and systems (for example, those used for purchasing and budgeting) to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

AUXILIARY JOB FUNCTIONS: Provide assistance to other staff as workload and staffing levels dictate. Keep up-to-date and maintain proficiency in field of specialization by reading literature, attending training sessions and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

KNOWLEDGE OF:

- Civil engineering principles, practices and methods applicable to office and field work involving the use of civil engineering software and associated equipment in the design, construction and maintenance of city public works projects.
- Drafting and surveying principles, techniques and practices.
- Safe work practices and methods
- Mathematical concepts applicable to engineering
- Office procedures, methods, and equipment including computers and applicable software applications such as AutoCAD and GIS, word processing and spreadsheets.

ABILITY TO:

- Learn and understand City engineering policies and procedures.
- Prepare accurate plans, specifications, cost estimates and technical engineering reports.
- Perform engineering design computations.
- Check, design and prepare engineering plans and studies.
- Interpret complex construction plans and specifications.
- Learn pertinent federal, state and local laws, codes and regulations.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationship with those contacted in the course of work.
- Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Associate's Degree or Post-Secondary Certificate Preferred or equivalent to the completion of the twelfth grade supplements by college level courses in math, drafting, engineering, surveying or a related field.
- Two years of municipal engineering experience.

DESIRABLE REQUIREMENTS: Previous experience working in or consulting with a municipal public works department. Bilingual: English/Spanish.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate and reach and manipulate objects, tools or controls. Infrequent entry to confined spaces may be required. The position requires mobility over a variety of terrain, including uneven terrain on an occasional basis. Duties involve moving materials weighing up to 10 pounds on a regular basis and occasionally up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard or calculator and other standard office equipment in an office setting and surveying equipment in the field.

WORKING CONDITIONS: Approximately 30% of the work period takes place outdoors with exposure to all types of weather conditions and terrains (such as construction sites). 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.

SUPERVISION RECEIVED: Works under the general supervision of the City Engineer.