



JOB DESCRIPTION

JOB TITLE:	Engineering Technician	FLSA:	Non-Exempt
DEPARTMENT:	Engineering	GRADE:	Ko9
REPORTS TO:	Engineering & Inspections Director	DATE:	5/1/2021
BARGAINING UNIT:	KGEA		

SUMMARY:

Assists with engineering technical office and field work in support of City engineering activities.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Participates in inspection and investigation of drainage system issues; coordinates resolution issues with City staff; communicates with affected parties. Participates in answering complaints regarding storm drainage system. Assists in determining causes of the problems and, when necessary, recommends corrective action.
- Oversees the City's annual sidewalk repair program. Periodically inspects city sidewalks. Issues notices to property owners when repairs are required. Prepares recommendations for the City Engineer for an annual sidewalk repair program. Follows up to assure that repair work is performed according to City standards.
- Oversees soil erosion and sedimentation program coordination; performs field inspections and plan reviews; issues permits, non-compliance citations, violations, and stop work orders as required; provides and maintains inspection documentation as required.
- Assists Engineering Technician II with MS4 Permit process; performs inspections, sampling, and monitoring, quality analysis, public education, plan reviews, and ordinance enforcement; ensures required annual reporting to MDEQ.
- Assists Engineering Technician II with right-of-way permitting and Metropolitan Telecommunications Act activities; performs plan reviews for utility companies; issues permits to avoid utility conflicts; supervises construction and restoration in accordance with permits.
- Prepares, drafts, and revises GIS maps and records indicating the location of City water mains, storm, sanitary sewers, and sidewalk installations.
- Assists with field surveys; sets up equipment to make field measurements in such areas as boundary, topographic and construction surveying; sets up traffic safety and control devices at the work site to ensure safety of the work area; sets grade stakes, monuments, and other markers, using hand and power tools; constructs field drawings and field measurements; enters field data into an automated system to compile and compute information.

ENGINEERING TECHNICIAN

ESSENTIAL FUNCTIONS: (continued)

- Enters and updates GIS data from, engineering plans and documents for engineering projects, reports, correspondence, and a variety of written materials; prepares and maintains accurate records and documentation of activities.
- Assist in inspecting construction work performed for the City by private contractors to assure conformance with approved plans and specifications as directed by the City Engineer.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Required to drive a vehicle to and from other City facilities to provide services.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

Technical coursework in engineering, or a closely related field; AND two (2) years of technical engineering support experience; OR an equivalent combination of education, training, and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Michigan Driver's License.
- Construction Site Inspector MDEQ certification within six (6) months of date of employment.

Required Knowledge and Skills

Knowledge of:

- GIS proficient
- Technical engineering concepts and practices.
- Principles and practices of computer-aided drafting and engineering database management.
- Engineering drainage principles.
- Safety principles, practices and equipment related to the work.
- Practices of plan review and field inspection.
- Applicable laws, codes, and regulations.
- Principles of record keeping and records management.
- Correct business English, including spelling, grammar, and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.

Skills in:

- Performing skilled field and office engineering support work.
- Performing skilled research for collecting and summarizing information.

ENGINEERING TECHNICIAN

Skills in (continued):

- Interpreting, applying, and explaining applicable codes and regulations.
- Performing accurate engineering calculations and keeping accurate records of work.
- Performing drafting and mapping.
- Performing field data collection and inspection work.
- Using the office and field tools and equipment of the technical support area to which assigned.
- Maintaining asset management systems and basic project management.
- Preparing clear and concise documentation, user instructions, reports, permits, correspondence, and other written materials.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office and field setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and work with a computer; and hearing and speech to communicate in person or over the telephone.

Work is subject to performance under exposure to fumes, gasses, intense noise, and weather conditions.

WORKING ENVIRONMENT:

Work is performed in an office setting and field setting.