



City of Lake Oswego, Oregon

Job Description

ENGINEERING TECHNICIAN I

FLSA Status: Non-exempt
Union Representation: LOMEA

Salary Grade: 143
Job Code: 2015

Class Summary

Under supervision of registered professional engineers, performs routine, technical engineering and drafting support functions including: surveying, transportation analyses, engineering design and drafting, report writing and construction inspection.

Distinguishing Characteristics:

Engineering Technician I is the entry-level class in the Engineering Technician Series. Incumbents typically perform well-defined task or process-oriented duties on discrete portions of a larger project, and use basic to moderately complex problem solving skills.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Performs a variety of engineering assignments using manual/computer –aided drafting and design techniques: prepares preliminary drawings from field notes and sketches; and creates and updates drawings, maps, graphs, as-built records and charts for the engineering department.
2. Inspects construction at various public works projects and for public facilities related to private development. Ensures contract and permit compliance; prepares field observation reports; provides support to project manager; prepares as-built records for public infrastructure improvements; and acts as liaison between construction contractors and office engineering staff.
3. Assists in conducting engineering surveys for engineering projects and related activities, including: operating a variety of survey equipment such as levels, total stations, level rods, staking and flagging. May prepare and check legal property descriptions, prepare easement documents and related mapping.
4. Conducts field and office research in order to prepare engineering reports, cost estimates and other related engineering documents.
5. Explains City codes, policies, construction standards and other regulations to the public, contractors, engineers, architects and other public or utility organizations to ensure adherence to routine technical procedures.
6. Performs other duties of a similar nature and level.

Minimum Qualifications

Knowledge of:

- Practices and principles of civil engineering technology and surveying; public and business administration practices and decision-making.
- Construction materials, quality assurance/quality control concepts and practices, and basic methods used for construction materials acceptance testing.
- OR-OSHA safety rules relating to construction site safety.
- Common mathematical principles, terms, and procedures.
- Personal computers and related software applications.

Skills and Abilities to:

- Use personal computers and related software application packages including computerized drafting and design methods and engineering analysis software; word processing, spreadsheets, and database.
- Solve normal work problems using geometry, trigonometry, algebra and engineering economics.
- Use proper English grammar, spelling, and punctuation both verbally and in writing for day-to-day interactions with diverse customers, co-workers, contractors, other agencies, public officials, and the general public.
- Establish and maintain effective working relationships with employees, contractors, public agencies and officials, and the general public.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is through obtaining an Associates' degree in Civil Engineering Technology or Surveying or related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Some positions in this classification may require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.