



City of Lake Oswego, Oregon

Job Description

ENGINEERING TECHNICIAN II

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 151

Job Code: 2025

Class Summary

Under general supervision of registered professional engineers, performs intermediate-level technical engineering work using basic scientific and engineering principles in the areas of surveying, engineering design and drafting, report writing, and construction administration and inspection.

Distinguishing Characteristics:

Engineering Technicians II are responsible for performing moderate to difficult engineering technical support duties with greater responsibility and independence than the Engineering Technician I. Assignments typically involve more frequent contact with citizens, contractors, other public agencies and officials, and may occasionally require public speaking engagements.

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 contract management functions for public and private construction developments including: conducting inspections and progress reviews for payment requests; overseeing contract submittals and change orders; monitoring scope, schedule and cost; maintaining as-built drawings.
2. Acts as liaison between city project manager and contractor/owner-developer. Responds to inquiries and complaints from property owners, businesses and the public about construction projects; prepares project-related correspondence and manages field data exchange procedures between contractor, engineer, developer and owner. Coordinates and directs field acceptance monitoring and testing as required.
3. Uses engineering software programs and computer aided drafting and design (CADD) for automated mapping, data entry, construction inspection records, construction contract management, construction cost estimates and as-built records of constructed public works.
4. Provides technical support to transportation division, including: conducting field traffic surveys; analyzing traffic count data; and conducting field condition assessments, and inventories of transportation system components.
5. Responds to inquiries from the public, other agencies and contractors including: answering and processing requests for information, and preparing correspondence and reports.

6. Assists in design and construction-related surveying and mapping for public facilities, easements and other engineering activities; operates a variety of survey equipment and performs survey computations.
7. 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.
- Engineering design standards and conventions.
- 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 computerized engineering analysis software, word processing, spreadsheets, and database.
- Apply mathematical principles, terms, and procedures.
- Solve normal work problems using geometry, trigonometry, algebra and engineering economics.
- Operate equipment used in surveying, construction inspection and drafting.
- 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 and three years related experience; 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.