SENIOR ENGINEERING TECHNICIAN

POSITION SUMMARY

The Senior Engineering Technician serves in a lead position over Engineering Technicians, Engineering construction inspections contract monitoring, and contract administration functions.

RESPONSIBILITIES

Essential Duties (3D):

- Assumes lead person responsibilities in directing infrastructure project inspection and underground line locating staff.
  Conducts municipal infrastructure systems condition surveys and reports problem areas and recommends priorities.
- Inspects and monitors a wide variety of infrastructure maintenance, rehabilitation and new construction projects to ensure that all projects are performed according to City specifications and requirements. Assists in planning and implementing public works projects. Provides necessary information for programming and planning construction or maintenance. Makes and/or recommends revised or alternate designs to eliminate or reduce engineering problem areas without sacrifice of standards, economy, or esthetics. Makes preliminary designs and layouts of public works of moderate complexity.
- Administers ND One Call location system and coordinates location requests with public utility companies and completes water, sewer and storm sewer location requests.
- Responds to citizen complaints regarding infrastructure construction and conditions and make recommendations, and implements necessary corrections and improvements. Oversee property requests for water and sewer connections and monitors work quality for compliance with City Standards.
- Prepares as-built records and maintains Departmental files and records regarding current and completed infrastructure projects.
- Performs other duties of a similar nature or level.

Knowledge, Skills and Abilities:

- Operational procedures, methods, equipment, and tools pertaining to utility and roadway infrastructure maintenance, rehabilitation and construction work.
- Basic operation of AutoCAD software.
- Basic principles and components of infrastructure system design;
- Basic surveying methods, equipment and techniques
- Basic techniques and methods of civil engineering required to perform testing, inspection, and analytical assignments.
- Applied mathematics, including algebra and geometry to perform required measurements and calculations.
- Reading and interpreting engineering drawings, specifications, maps, diagrams
- Communicating orally and in writing
- Using a variety of office equipment and related applications.

Judgment/Decision Making (3D):

- Performs duties within scope of general City policies, procedures and objectives.
- Analyses problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired results.
- Regular exercise of independent judgment within accepted practices. Judgment requires accuracy because errors could potentially result in inaccurate reports, incomplete or misleading information, unsound recommendations, or incorrect decisions.
- Makes recommendations that affect policies, procedures and practices. Refers exceptions to policy and procedure to supervisor.

RELATIONSHIPS

Leadership/Supervisory Responsibilities (2D)

- Lead worker over others in similar jobs and/or provide work leadership and direction for employees. Assists with training of other staff members.

Relation to Others (3D):

- Regular contact with others including the general public and staff. Contact usually involves discussion related to interpretation of policies and/or programs.
- May handle sensitive and/or complex information as supervisor allows.
- Assess and diffuse problem situations and requires influencing others to reach consensus. Explores alternative and creative solutions to meeting the needs of customers.
- Communication is generally one-on-one and may include an occasional small group meeting. May assist with media inquiries.

SKILLS

Education (4D) and Experience (4D) (position requirements at entry):

- Successful completion of a full 2-year course of study leading to a technology degree that included at least 12 semester hours in any combination of courses such as engineering or industrial technology, construction, physics, drafting, surveying, physical science, or mathematics;
- At least three years experience in Construction Contract Administration, monitoring and inspections or Municipal Construction Operations as an Engineering Technician; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid Drivers License

SENIOR ENGINEERING TECHNICIAN

WORKING CONDITIONS

Environment (3D):

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Working conditions involve frequent exposure to moderate risk of accident and required following basic safety precautions; frequent exposure to unpleasant elements. Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Movement may be restrained or confined. Work may require routine travel.

Classification: Class III (625 pts)
FLSA: Non-Exempt
Created and updated to new format: 8/29/13
Approved by CSC: 8/30/13