

ENGINEERING TECHNICIAN

POSITION SUMMARY

This position is responsible for; performing locates for ND One Call location system, assisting in maintaining files and records regarding all current and completed public works projects, and assisting with GIS data collection and input.

RESPONSIBILITIES

Essential Duties:

- Administers ND One Call location system and coordinates location requests with public utility companies and completes water, sewer, storm sewer, street lighting line, and signal light line location requests.
- Maintains files and records regarding all current and completed Public Works projects and those associated with service line installations
- Assists with property requests for water and sewer connections and monitors work quality for compliance with City standards.
- Assists with the sidewalk program.
- Assists City staff, especially GIS staff in organizing, updating and keeping the City's infrastructure mapping up to date.
- Orders locating supplies.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills and Abilities:

- Ability to use a variety of office equipment and related computer operations and software applications;
- Ability to read and interpret drawings, specifications, maps, diagrams;
- Knowledge of City geography and street locations;
- Able to communicate orally and in writing;
- Knowledge of and ability to follow current safety practices;
- Use and maintenance of hand and safety tools;
- Ability to work in varying weather conditions;
- Ability to work independently.

Judgment/Decision Making:

- Performs tasks and duties under general supervision, using established policies and procedures and some innovation.
- Occasional independent judgment is required to complete work assignments.
- Consequences could adversely affect operations or services resulting in minimal loss of time and resources with a short term affect on a team.
- May make recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

ENGINEERING TECHNICIAN

- This position may provide work leadership, direction and assist with training of others in this same position or seasonal staff.

Relation to Others:

- Regular contact with others including the general public and staff. Contact usually involves discussion related to interpretation of policies and/or programs.
- Purpose of contact is to provide and/or receive routine information or documents. Communication is generally one-on-one.
- Forwards complaints and non-routine inquiries or requests to supervisor.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Diploma (G.E.D.) required.
- No prior work experience is required.

Special Requirements:

- Valid Drivers License

Working Environment:

- 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 requires following basic safety precautions; may be subjected to inadequate lighting, intense noise, and 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. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Movement may be restrained or confined.
- Work requires routine, local travel.
- Works a rotating on-call schedule.

Classification: Grade 12

FLSA: Non-Exempt

Created and updated to new format: 4/18/12, 10/9/17

Approved by CSC: 4/20/12, 10/11/17

Approved by City Commission: Approved reclassification to Class II -10/16/17

Updated: 01/06/2021 by Asst. City Engineer Marshik, HR Nameniuk, 6/1/22 by HR Nameniuk, Interim City Engineer Marshik