CITY OF SHELTON
POSITION DESCRIPTION

JOB TITLE: Engineer Technician III

EXEMPT: No
SALARY LEVEL: Per Union Contract
REPORTS TO: Engineer Technician III
PREPARED BY: Craig Gregory

APPROVED BY: 

DATE: December 21, 2017

JOB CODE: Engineering
DIVISION: Public Works
DEPT: 

DATE: 12/21/2017

SUMMARY: The person in this position is responsible for performing technical and sub-professional engineering duties at an advanced level in the field or office. Performs data collection in a variety of disciplines, and inspects public works and utility projects. Prepares a wide variety of engineering designs and assists the public by providing information regarding engineering practices and policies.

SUPERVISION RECEIVED:
- Works under the general supervision of the Engineer Technician IV.

SUPERVISION EXERCISED:
- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate survey scheduling with Engineering and other City departments.

Perform data collection for analysis of traffic control within public right-of-way, utilizing traffic counters, intersection count boards and a computerized system.

Prepare basic drafts of plans, specifications, and cost estimates for City utility and street construction projects.

Conduct field inspections of all phases and elements of construction to ensure specifications and standards are met.

Confer with other inspectors, contractors, and Public Works Director regarding changes in design or work methods.

Review plans and specifications to ensure compliance with all design elements, construction details, use of proper materials and operating performance requirements.

Discuss problems with consultants, contractors, Public Works Director, or other department staff.

Prepare and process authorized construction change orders, and assist in the negotiation of costs with contractors. Monitor contract expenditures to ensure compliance within allowed budget. Prepare and process monthly progress estimate payments.

Respond to problems and communications from customers and the general public on all related projects.

Check basic aspects of plans for accuracy of computations, and title reports; prepares text for less complex environmental reports; prepares estimates and final records by calculating, checking, and compiling engineering data.
Prepare and maintain street, sewer, and water records; make preliminary studies of existing water and sewer systems.

Research legal and property records to determine rights of ownership to parcels of land, dedication of property and description of parcels of land; confer with property owners.

Respond to public inquiries concerning location of existing public utilities, LID assessments, construction of public utilities, and traffic volume or related questions, directing such inquiries to higher-level personnel if of a sensitive or complex nature.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS/REQUIREMENTS: To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:
Associate of Arts Degree in Civil Engineering technology or closely related field and three years of progressively responsible experience. Additional experience may be substituted for the required education.

COMMUNICATION SKILLS:
Must have excellent communication skills to take direction, work successfully with co-workers and respond appropriately to customer questions and/or complaints.

MATHEMATICAL SKILLS:
Have knowledge of basic mathematics, including algebra, trigonometry, and engineering calculations. Ability to research and present accurate statistical, narrative, and mapping information. Ability to calculate quantities, prepare cost estimates, and write and compile bid specifications.

REASONING ABILITY:
Ability to work within established guidelines including all applicable safety requirements.

CERTIFICATES, LICENSES, REGISTRATIONS:
Applicant must possess a valid Washington State Drivers License. Applicant must currently have or have the ability to obtain a First-Aid/CPR Card and a Certified Flagger's Card within six months of employment.

OTHER SKILLS and ABILITIES:
Ability to use personal computer, all survey equipment; copy machine, telephone, and traffic counter and other specialized equipment to gather data; ability to utilize standard drafting and other equipment standard to the department and to adapt to new equipment as developed and obtained; ability to plot, trace, and sketch maps, plans, and topography.

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is required to stand, walk, sit, and stoop. The employee must have the ability to exert or lift 25 pounds or more. Successful performance requires specific vision abilities that include close vision.

**WORK ENVIRONMENT:** The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job.

The person in this position works in a variety of environments depending on assigned tasks. Some assignments require fieldwork, which may be hazardous due to rough terrain and proximity to large machinery and structures in various stages of completion. Some work will require the employee to crawl under buildings; use ladders; work in and around ditches, pits, roadways, around operating heavy equipment; and in/near vehicular traffic. Agility sufficient to remain safe and awareness of surroundings is required. Fieldwork may be required during inclement weather. May require extended sitting and close attention to detail in an office where noise and frequent interruptions are common.

This position 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.

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EMPLOYEE ACKNOWLEDGEMENT

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DATE