

## City of West Richland Job Description

**Job Title:** Engineering Technician  
**Department:** Public Works  
**Reports To:** City Engineer  
**FLSA Status:** Non-Exempt  
**Prepared By:** Roscoe Slade  
**Prepared Date:** November 2017  
**Approved By:** Mayor Brent Gerry  
**Approved Date:** November 13, 2017

### Summary

Under the supervision of the City Engineer or designee, provides complex/technical field and office engineering support involving independent and responsible work in the following areas: construction inspection, engineering design and drafting, development review, utility locating, planning or traffic operational studies, materials inspections or related technical engineering work; exercises initiative and judgment in carrying out routine assignments according to established standards, policies and procedures; performs work using standard work methods or explicit instructions.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Interacts with the public, contractors, developers, utility representatives and other individuals and groups and provides courteous, prompt, and accurate information.

Develops, updates and maintains paper and computerized files, records, and databases; retrieves reports, drawings, and plans.

Evaluates and interprets "record drawings" and construction documents.

Prepares, records and maintains City facilities maps, records and data bases.

Utilizes a personal computer to input and retrieve information; compiles data to produce useful reports.

Provides routine technical information and explains routine policies and procedures to the public in person, on the telephone and in writing.

Prepares sketches and reports from information gathered in field notes.

Makes mathematical calculations, compiles data, and computes quantity and cost estimates.

Locates property on appropriate maps or construction plans; interprets notations on maps; updates and maintains various maps.

Visually inspects initial project site and compiles field reconnaissance reports; reviews incoming submittals for overall compliance with established policies and guidelines.

Conducts manual and machine traffic counts and reduces data. Assists with various traffic studies and investigates issues related to traffic flow, site distance, speed surveys and traffic control devices.

Assists with inspection of project infrastructure including street, water, sanitary sewer, storm water and other related public works construction; schedules and prioritizes inspection of land development projects and public works capital projects in the various stages of construction to ensure compliance with the approved plans, applicable codes, standards, ordinances and regulations.

Observes construction work; ensures construction work is proceeding safely, per plan and on schedule; ability to identify hazards, disruptions or delays; conducts follow-up inspections. Completes daily inspection reports and other project documentation; measures quantities for payment; maintains as-built and other project records.

Assists with inspections of all utility street cuts, borings, and other work in the City's road right-of-way and easements. Initiates final inspections; generates a punch list of incomplete or non-compliant work.

Completes written reports on specification compliance for a variety of operations including hot mix plants and concrete batch plants, earthwork or bituminous surface treatment.

Performs basic survey functions.

Confers with contractors, developers, engineers and other City staff; explains requirements and participates in pre-construction meetings. Coordinates with material testing firm a variety of tests; reviews and records test results; reports deficiencies to Public Works Construction Inspector and or City Engineer.

Compiles contracts and other prepared documents.

Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Performs automated drafting work to assist in the preparation of plans, blueprints and engineering drawings for structural, architectural or mechanical engineering projects.

Performs drafting to prepare planimetric, topographic and right of way drawings.

Establishes points and elevations, proper location and drainage for streets, sewers, runways, and structures. Plots profiles and cross sections, figures grade lines, calculates volume and areas, tabulates structural excavations, plots and calculates traverses.

Assists with plan check of engineering plans and specifications of assigned projects based on construction inspection principles.

Reviews road geometrics and traffic related maintenance work.

Performs field checks, gathers engineering information and reviews plans for proposed development projects.

Prepares and assists in the development of routine reports such as Consumer Confidence Reports, Six Year Transportation Improvement Program, Lead and Copper Reports annual permitting reports, and special reports to regulatory agencies such as the Departments of Health, Ecology, Revenue, and Labor and Industries.

Utilizes hand-held GPS equipment to gather infrastructure data; incorporates data into City's GIS system. Performs office engineering work such as making maps, drawings, profiles, tabulating field data, preparing specifications, and other contract documents.

Makes recommendations to City Engineer for modifications to City design and construction standards. Reviews plans, maps, specifications and estimates for accuracy, presentation and conformance with established engineering practices and City standards.

Performs other related duties as assigned.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

High school diploma or equivalent, supplemented by two (2) years of college-level course work in design/drafting, engineering technology or closely related field;

Three (3) years of responsible office support experience, with at least one (1) year of experience in design and drafting, utility locating, planning or traffic operations studies, construction inspections, materials inspections or related technical engineering work;

Proficiency in computer aided design drafting (CADD), geographical information systems (GIS), and Microsoft Office software.

Or an equivalent combination of education and experience that will provide the necessary knowledge, skills, and abilities to be successful performing the essential functions of the job.

## **Certificates, Licenses, Registrations**

Possess and maintain a valid Washington State Driver's license with an acceptable driving record.

## **Other Skills**

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Basic personal computer skills including word processing and spreadsheet applications.
- Principles, practices, and equipment used in construction and engineering.
- Safety regulations while performing essential functions of the position in and around construction sites and within public right-of-ways.
- Hazards associated with water, waste water and/or storm water operations.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Mathematics, including algebra and trigonometry, and some knowledge of physics.
- Construction testing methods and equipment.
- Public speaking Techniques.
- Principles, practices and equipment used in CAD drafting.
- Utility locating equipment and procedures.

Ability to:

- File plans and other materials alphabetically, numerically or by other predetermined classifications.
- Read and understand engineering plans and specifications and to become familiar with engineering standards and department policies.
- Understand and execute moderately complex oral and written instructions.
- Analyze situations accurately and adopt an effective course of action.
- Solve technical problems with limited and minimal guidance.
- Make field measurements and complete calculations using computers or calculators.
- Observe legal and defensive driving practices and health and safety regulations.
- Provide effective customer service.
- Exercise initiative and independent judgment in carrying out recurring assignments according to established standards, policies and procedures.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Prepare drawings from completed survey information and notes.

## Competencies

To perform the job successfully an individual should demonstrate the following competencies:

### Core

**Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

**Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

**Provide Excellent Customer Service:** Anticipates, assesses and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

**Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

**Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

Analytical - Collects and researches data.

Problem Solving - Works well in group problem solving situations.

Project Management - Communicates changes and progress.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.

Ethics - Treats people with respect; keeps commitments; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner.

Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment.

Attendance/Punctuality- Is consistently at work and on time; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; asks for and offers help when needed.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

## **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **Computer Skills**

To perform this job successfully an individual should have knowledge of inventory software; spreadsheet software and Word Processing software.

**Physical Demands** The physical demands described here 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.

- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Ability to walk through construction sites at all stages of completion, and negotiate uneven terrain.
- Ability to operate a motor vehicle and to visit various City and meeting sites, including driving in inclement weather.
- Must be able to read, write, and communicate clearly.
- Ability to lift up to 25 pounds on occasion (boxes, paper, office supplies, etc.).
- Ability to operate standard office equipment (copier, fax, printers, multi-line phone systems).
- Must have good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person, before groups, and over the telephone.
- Manual dexterity of hands and fingers to include repetitive keyboarding, grasping, and reaching to operate a computer keyboard, mouse and/or standard office equipment.
- Generally sedentary in nature, but may require standing and walking, and the ability to intermittently kneel down, stoop, bend at the waist, twist at the waist and reach, or sit for long periods of time.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Will require occasional trips from site to site, other city offices and other agency offices for business purposes or to check on construction projects, and in inclement weather.

- The position involves occasional work outdoors on a year round basis and is subject to extreme weather conditions.
- May be exposed to moving mechanical parts and vehicles within a construction site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.
- Work requires inspection of construction sites, which may be dirty and strewn with construction debris. Engineering staff will encounter dust, noise and fumes typically associated with electrical and construction work.
- Work is generally performed within an office environment, which may include an open cubicle office setting.