

## Senior Engineering Technician

Reports to:  
Classification:  
Date:

Department:  
Division:  
Approved:

### **JOB SUMMARY:**

Assist other employees in the more complex paraprofessional Engineering Division activities including design preparation, local improvement district applications, maintenance of engineering records, and other related technical support. May directly supervise subordinate personnel or actually perform any phase of public works construction and "as-built" inspections to assure compliance with plans, specifications, and applicable standards.

### **ESSENTIAL FUNCTIONS:**

Individuals assigned to this classification normally perform the more complex inspection or drafting assignments of the Engineering Division under intermittent supervision in accordance with established policies and generally prescribed procedures, schedules, and specifications, but must exercise judgment in their application. Responsible for thoroughness and competency in public works projects and engineering design assignments. Responsible for effective utilization of subordinate personnel.

1. As directed, independently performs complex layout drafting, requiring reduction of field notes and the application of survey information in formulating designs and drawings for various engineering and planning projects. Includes base mapping, overlay preparation, storm sewers, sanitary sewers, water mains, street designs, site plans, presentation layouts, and publication mockups.
2. Performs research of ownership, legal descriptions or other such data needed to complete information required in preparation for construction and the more complex local improvement district projects.
3. Researches records, maps, and the like to obtain engineering data, such as location of sewer stubs, water mains, check plats, L.I.D. assessments, and zoning.
4. Researches legal property and ownership records to provide accurate descriptions of land parcels and dedication of property. Interprets all applicable instructions, specifications, and other pertinent information as required and relays to assigned employees; ensures that work is accomplished efficiently and with quality as specified. Obtains easements and deeds and makes required contacts with property owners for signatures.
5. Resolves conflicts between contractors, owners, and other parties within scope of authority.
6. Coordinates construction activities and schedules with utility companies, property owners, and other city departments.
7. Provides information regarding "as-built" configuration as required for permanent records.
8. Trains employees in the tools, work techniques, and skills required to accomplish work assignments.
9. As appropriate and authorized, devises and adapts tools, aids, improved work methods, and procedures to accomplish work assignments.
10. Performs work in accordance with sound safety practices.

11. Responds to public inquiries in a courteous manner; provides information within scope of knowledge or refers to an employee of higher classification.
12. May supervise subordinate employees in construction inspection assignments and actually oversee contractor's work as it is being accomplished; verifies that proper materials are used and that all other conditions are in conformance with contract and city specifications, documents, and requirements.
13. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**QUALIFICATIONS:**

1. Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.
2. Requires knowledge equivalent to that received through graduation from high school plus additional pre-engineering or related course work in vocational training or college-level courses, or equivalent knowledge gained through experience.
3. Requires full scope of knowledge of preliminary civil engineering designs and drafting as related to construction and public works projects.
4. Requires extensive knowledge of engineering construction terms and methods, including construction inspection procedures.
5. Demonstrated ability to use algebraic formulas, trigonometry tables, and statistical mathematics to accomplish the level of work described herein.
6. Requires the ability to interpret and communicate engineering plans and specifications.
7. Previous experience desirable of sufficient length of time to prove competency in the skill area, including supervisory experience.