

CITY OF ANACORTES

Position Description

1/1/98

JOB TITLE: Engineering Tech III

DEPARTMENT: Engineering and Development Services

REPORTS TO: Staff Engineer

PRINCIPAL PURPOSE OF JOB: Responsible for applying detailed knowledge of engineering design and construction methods in performing the complex drafting and computation work for public works construction design and as-built inspections; assuring compliance with plans, specification and applicable standards and using standard manual and computer drafting and survey instruments. Plans and organizes details related to design preparation, local improvement district applications, maintenance and engineering records and other related technical support.

LEVEL OF AUTHORITY: Performs regular and recurring drafting, designing and surveying duties with only general and infrequent supervision. Work assignments are performed within defined latitude for independent judgment and are periodically checked for accuracy and compliance with time schedules and applicable regulations.

WORK ENVIRONMENT: Approximately 80 percent of the work is performed indoors, with the remainder performed outdoors in all kinds of weather and on all kinds of terrain.

ESSENTIAL JOB FUNCTIONS

1. Independently perform complex layouts requiring the reduction of field notes and the application of survey data to develop base maps for new designs and drawings for various engineering and planning projects, including utility and other public works improvements. Provide information to developers, engineers, surveyors and consultants for use in project design for street and utility extensions or improvements.
2. Coordinate the research of ownership, legal descriptions or other such data needed to prepare for construction and the more complex local improvement district projects.
3. Upon request, assist the staff engineer or city engineer in the resolution of conflicts between contractors, owners and other parties.
4. Respond to public inquiries in person or on the phone. Provide information within scope of knowledge and authority and refer to other individuals as appropriate.
5. Assist the staff engineer and city engineer and other departments in special projects as assigned.

6. Review information for accuracy regarding as-built configurations as required for permanent records.

ADDITIONAL JOB FUNCTIONS

1. Train employees in the tools, work techniques and skills required to accomplish assignments.
2. May inspect public works projects.
3. May perform portions of the work of higher classified positions, occasionally and as assigned.
4. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS AND CAPABILITIES

Technical

1. Must have a minimum of five years experience as a civil engineering technician with background in street and utilities design.
2. Must have at least three years of college-level coursework in engineering sciences or an AA degree in civil engineering technology or equivalent combination of education and experience.
3. Must have knowledge of both manual and computer drafting as related to construction and public works projects. Must have a minimum of two years of experience on AutoCAD and related systems.
4. Must have a minimum of four years experience on a survey crew, including at least one year as crew chief, and in mapping and writing legal descriptions, as well as a knowledge of survey law.
5. Must have working knowledge of databases, spreadsheets, word processing and computer utilities and system operations.
6. Must have a valid WA state driver's license.
7. Must be able to acquire and maintain certification as a flagger.
8. Must be able to acquire and maintain a first aid/CPR card.

Physical

Must have physical strength and ability to lift up to 60 pounds and carry such weight for approximately 200 feet and to sustain such activity intermittently throughout a day.

2. Must be able to navigate uneven ground in all weather and soil conditions over hilly terrain with obstacles.
3. Must be capable of clearing trails through woods and underbrush.
4. Must have average visual ability for both distance and close-up observations and to use optical survey instruments.
5. Must have good depth perception and ability to distinguish color differentials.
6. Must have hearing sufficient, for example, to hear cars, verbal signals at a moderate distance and to communicate by two-way radio.

Other

1. Must have reading ability sufficient to read manuals, trade magazines and other technical materials such as ordinances and codes.
2. Must have writing ability sufficient to write correspondence and legal descriptions.
3. Must have good communication skills to deal with the public and to work cooperatively with other City employees.

Use of Tools

Ability to use all tools for manual and computer drafting and all survey instruments. Also must use various hand tools, such as machete, ax, pry bars, hammer and manhole lifters.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the work load.

Are you able to perform the essential functions of this job with or without accommodation?

Yes ___ No ___

If testing is required, will accommodation be necessary?

Yes ___ No ___

Signature

Date