



Job Description

Job Title: Sr. Engineering Technician
Department: Engineering
Reports To: City Engineer
FLSA Status: Non-exempt

Prepared By: Astoria Human Resources
Prepared Date: November 2019
Approved By: Jeff Harrington
Approved Date: 11/20/2019

SUMMARY

This position is responsible for performing municipal related engineering services including development review, plan preparation, project management, construction observation, and surveying work under the direction of the City Engineer and Assistant City Engineer, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This description covers the most significant essential and auxiliary duties performed by this position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. The job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

1. Oversees projects of moderate complexity involving storm water, water, wastewater, street improvement and maintenance, marine structures, and other Public Works projects.
2. Inspects public works improvement projects to ensure conformance with applicable standards.
3. Completes plan review on behalf of the Public Works Department on private development submittals and provides comments. Reviews and processes Public Works Permits.

JOB DUTIES

- Other work assignments may be required which would be typical of a technical support role to the Public Works Director, Operations Division, City Engineer and Assistant City Engineer as required.
- Performs survey work involving use of level and other related survey equipment; checks survey data on City projects.
- Maintains responsible charge of projects to insure they meet appropriate compliance with Federal and State environmental regulations, engineering codes and standards.
- Performs the necessary engineering analysis to prepare preliminary and final engineering plans and specifications for construction contract bidding for projects of moderate complexity.
- Prepares engineering cost estimates for construction and rehabilitation projects consistent with engineering plans and specifications.
- Coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on the selection criteria.
- Prepares and manages construction related administrative and construction engineering documents to prepare contract change orders consistent with professional engineering duties and to insure project contract documents are adhered to and project is completed in accordance with stipulated plans and specifications.
- Conducts project related field engineering reviews as a representative of the City Public Works Department.
- Provides review comments and recommendations on behalf of the Public Works Department on City owned real estate related matters; and reviews plats and deeds for easements and rights-of-way.



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- Provides information and assistance to developers, engineers and the general public; investigates and responds to citizen complaints and concerns.
- Maintains punctual, regular and predictable attendance.
- Works collaboratively in a team environment with a spirit of cooperation.
- Displays excellent communication skills including presentation, persuasion, and negotiation skills required in working with coworkers and the public and including the ability to communicate effectively and remain calm and courteous under pressure.
- Other duties as assigned.
- Respectfully takes direction from the City Engineer and Assistant City Engineer.

SUPERVISORY RESPONSIBILITIES

This position does not have any supervisory responsibilities.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. 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.

MINIMUM QUALIFICATIONS

- Bachelor's degree in civil engineering, surveying or a related field and 4 years of civil engineering or public works experience; **or** an associate's degree in engineering technology, surveying or a related field and 6 years of civil engineering or public works experience; **or** an equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the described duties.
- Thorough knowledge of civil engineering theory, practice and standards; methods, materials and equipment used in public works construction/maintenance; engineering record keeping systems; engineering computer applications and general survey procedures.
- Possession of or ability to obtain a valid driver's license with a safe driving record.

DESIREABLE QUALIFICATIONS

- Registration as an Engineering Intern in Oregon preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write clear, concise reports, speeches and articles for publication which conform to prescribed style and format. Ability to effectively present, in verbal and written manner, information to management and public groups.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.



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COMPUTER SKILLS

Much of the required work requires use of a computer, but the computer is not itself the focus of the position. Has an advanced understanding and capabilities in using applicable programs and knowledge of networks. Knowledge and skill in the use of computer-aided-design software such as AutoCAD Civil 3D preferred.

REASONING ABILITY

Ability to plan, establish priority; make independent investigation of engineering problems and determine adherence to engineering standards and specifications; write clear, concise reports; communicate effectively both verbally and in writing; maintain effective working relationships with employees, engineers, developers, and the general public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demands and 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.

This position splits time between an office setting and in the field. Field work is sometimes performed outdoors in adverse weather conditions. Must be able to occasionally lift up to 25 pounds, walk on uneven surfaces, work in confined spaces, climb ladders, be able to inspect and perform work in positions such as standing, bending, squatting, and sitting; able to utilize the senses of sight, hearing, and touch to recognize and to accurately evaluate equipment and process conditions. Frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; twist; reach with hands and arms. Must be able to sit and work on a computer for extended periods of time.

Employee Signature: _____

Print Name: _____

Date: _____