City of Caldwell

Class Specification

<table>
<thead>
<tr>
<th>Class Title</th>
<th>ENGINEERING TECHNICIAN II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Valuation Number</td>
<td>1805</td>
</tr>
<tr>
<td>FLSA Designation</td>
<td>Covered</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>Grade 9</td>
</tr>
<tr>
<td>Effective Date</td>
<td>March 2017</td>
</tr>
</tbody>
</table>

General Statement of Duties

Perform basic Engineering Department reviews of subdivision and commercial building permit plans. Assists in the development of engineering plans, designs, and specifications for the City’s Engineering Department; perform related work as required.

Classification Summary

The primary function of an employee in this class is to review subdivision and commercial building permit plans for compliance with City Standards. An employee in this class will also assist in the development of engineering designs, and provide technical assistance to other City departments. The work is performed under the direct supervision of the Project Engineer, City Engineer or Project Manager as assigned. The incumbent mentors the Engineering Technician I. An employee in this class performs the duties of other employees in the Engineering Department as required or as assigned by supervisory personnel. The principal duties of this class are performed in a general office environment and a fieldwork setting with an emphasis on teamwork; work responsibilities include both indoor and outdoor tasks.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs basic Engineering Department reviews of subdivision and commercial building permit plans;
- Monitors and directs the activities of contractors, developers, engineers and consultants performing work within the City to ensure compliance with City, State, and Federal codes and standards;
- Conducts pre-construction conferences with contractors, developers, engineers and consultants performing work within the City;
- Has basic knowledge and understanding of the City Stormwater Policy;
- Assists in the inspections of construction projects for compliance with City standards and
specifications and for compliance with plans, contracts and specifications;

- Brings areas of non-compliance to attention of contractor and directs the contractor to remove, repair or replace unacceptable work;
- Coordinates utility locations, and construction activities with utility representatives and construction crews;
- Prepares documentation and obtains required construction permits from a wide variety of regulatory agencies;
- Provides design support and inspection services for City owned/managed construction projects;
- Assists in the development of engineering designs of public works construction projects and activities under the direct supervision of a licensed engineer;
- Utilizes surveying equipment to perform topographical surveys and also construction staking;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens’ questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

**Required Knowledge, Skills and Abilities**

- Basic knowledge of legal descriptions of land parcels;
- Working knowledge of basic principles and practices of civil engineering, land and construction surveying including common algebraic equations;
- Knowledge of public works construction project materials and methods;
- Knowledge of engineering office procedures;
- Knowledge of computer applications for common office work, engineering & design;
- Skill in the use of surveying and drafting instruments;
- Ability to interpret and develop engineering plans and specifications;
- Ability to apply basic engineering principles and practices to a wide variety of public works projects;
- Ability to read, interpret and apply laws, resolutions, ordinances, codes, contract documents and specifications, and engineering and construction standards;
- Ability to perform field inspections of City improvements (i.e. water/sewer, curb and gutter, street lighting, paving, etc);
- Ability to operate standard surveying equipment including level, electronic total station and GPS units;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to effectively operate word processing, spreadsheet, and database software;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to perform all work duties and activities in accordance with City policies, procedures and safety practices;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to communicate effectively and maintain effective working relationships with other City departments and employees, developers, contractors, engineers, consultants, elected officials, property owners, regulatory agency personnel and the public;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to effectively direct, mentor and review the work of subordinate staff;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### Acceptable Experience and Training

- High School diploma or GED and extensive field and office experience in public works projects; and
- Minimum of two (2) years experience in surveying, drafting and inspection of a civil engineering nature; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

### Required Special Qualifications

- Possession of a current and valid driver’s license.
- Subject to a pre-employment drug test and background check.

### Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to listen and communicate effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to inspect a wide variety of engineering and construction projects on site and review a variety of written materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a vehicle and computerized equipment;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to efficiently inspect engineering and construction projects in various terrains and weather conditions.