

City of Caldwell

Class Specification

Class Title	ENGINEERING TECHNICIAN I
Class Code Number	
FLSA Designation	Covered
Pay Grade	Grade 8
Effective Date	March 2017

General Statement of Duties

Assists in the performance of field surveys and inspections for the City's Engineering Department; performs related work as required.

Classification Summary

The primary function of an employee in this class is to assist with field surveys and inspections. The work is performed under the direct supervision of the Project Engineer, City Engineer or Project Manager as assigned. An employee in this class assists with the duties of other employees in the Engineering Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all City employees, business owners, government agencies, contractors, engineers, and the public. 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

- Assists in inspections on projects for conformance with plans and specifications;
- Assists in performing routine and construction surveying tasks;
- Reduces field notes;
- Reviews and approves building permits, right-of-way permits and other construction related permits as it pertains to public works;
- Compiles minor documents pertaining to development and construction to be presented to City Council;
- Performs elementary engineering calculations;
- Brings areas of non-compliance to attention of contractor and directs the contractor to

remove, repair or replace unacceptable work;

- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Some knowledge and skill in surveying techniques and GPS survey technology;
- Ability to perform elementary engineering and surveying calculations;
- Ability to adapt procedures to a variety of projects;
- 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;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High School diploma or GED equivalent; 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.