

City of
EDMONDS
Washington

ENGINEERING TECHNICIAN I

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|-------------------------|----------------------------|---------------------|---------------|
| Department: | Public Works - Engineering | Pay Grade: | NE-10 |
| Bargaining Unit: | SEIU | FLSA Status: | Non Exempt |
| Revised Date: | October 2012 | Reports To: | City Engineer |

POSITION PURPOSE: Under close supervision, provides technical support and assistance to other higher level Engineering Technicians as well as other senior Engineering staff; assists in the performance of engineering technician duties related to private development projects, permits and capital projects; performs permit counter duties and assists in design and inspection of capital projects. Upon successful completion of established criteria and demonstration of competency to perform at the higher level, Engineering Technician I will qualify to apply for the Engineering Technician II level.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews smaller private development permit applications such as single family residences, additions and decks.
- Inspects smaller private development projects, sidewalks, utilities, driveways, erosion control and other improvements within the right of way and/or private property.
- Performs counter duty assisting customers with development questions and requests for information.
- Reviews and issues encroachment, right of way, and street use permits.
- Reviews business license and special event applications for compliance with city codes and policies.
- Updates and creates public handouts and procedures for engineering permit applications.
- Communicates and coordinates with all other divisions of the City, contractors, developers, engineers, architects, citizens, business owners, utility representatives and attorneys.
- Uses AutoCAD and related engineering graphics software to prepare drawings and exhibits.
- Operates GIS and Cartegraph software system to track, update and retrieve information on City assets.
- Provides information to the public regarding right-of-way permit, driveway, grading, traffic counts, and drainage and other related engineering questions.
- Provides assistance to maintain digital base maps and City's stormwater, wastewater and water facility digital map records.
- Updates and maintains records including traffic count data, drawings and maps.
- Gathers information and details for Capital Improvement projects.
- Conducts traffic counts, piezometer readings, and other types of field measurements and data collection.
- Assists with maintenance of Engineering Division files, including easement and deed files and documentation as assigned.
- Operates a computer and assigned software including Bitco permit system; utilizes various survey tools and equipment.
- Performs related duties as assigned.

JOB DESCRIPTION

Engineering Technician I

Required Knowledge of:

- Principles and practices of civil engineering, field surveying, data collection, computer-aided design and computer-aided mapping.
- All applicable City codes and ordinances, state and federal rules, regulations and guidelines including guidelines related to stormwater management.
- Engineering mathematics and drafting techniques.
- Basic understanding of engineering inspections, documentation, plans and specifications.
- Basic comprehension and understanding engineering drawings, schematics and other related maps and documents.
- Interpersonal skills using tact, patience and courtesy.
- Effective oral and written communication principles and practices.
- Basic record-keeping methods and techniques.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned duties.
- English usage, spelling, grammar and punctuation.

Required Skill in:

- Performing permit counter duty, assisting customers with questions, responding to requests for information and public records requests.
- Assisting in design, record keeping and inspection of capital projects.
- Reading and understanding plans and specifications.
- Making accurate computations, compiling data and statistics.
- Maintaining records and preparing reports.
- Reading and interpreting material relevant to the permit process.
- Meeting schedules and timelines.
- Utilizing personal computer software programs and other relevant software affecting assigned work including digital mapping applications.
- Establishing and maintaining effective working relationships with others.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate and the equivalent of one year of college-level course work in civil engineering technology or related field and two years of experience in public works engineering technical support that supports demonstrated competency to perform the duties of Engineering Technician I; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.

JOB DESCRIPTION
Engineering Technician I

- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the telephone.
- Operating a computer keyboard and drafting materials.
- Reading and understanding a variety of materials.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending from ladders and working from heights or depths.
- Bending at the waist, kneeling or crouching reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting moderately heavy objects up to 40 lbs.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Contact with dissatisfied or potentially abusive members of the public.
- Occasional exposure to dangerous machinery.
- Occasional extreme weather conditions.
- Potential physical harm and hazardous chemicals when working in the field, conducting inspections and working around construction equipment and worksites.

Incumbent Signature: _____ **Date:** _____

Department Head: _____ **Date:** _____