

City of
EDMONDS
Washington

ENGINEERING TECHNICIAN II

Department:	Public Works - Engineering	Pay Grade:	NE-11
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	City Engineer

POSITION PURPOSE: Under general supervision, performs engineering review and construction inspection of private development projects and permits; serves as the first point of contact for citizens, developers, architects, engineers and designers inquiries and complaints; assist with the design and inspection of capital projects; provides technical support to Engineering Technician(s) III and to other senior staff of the Engineering Division. Upon successful completion of established criteria and demonstration of competency to perform at the higher level, Engineering Technician II will qualify to apply for the Engineering Technician III 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.*

Performs all duties of the Engineering Technician I plus:

- Reviews private residential and minor commercial development projects and planning land use permits for compliance with local, state, and federal requirements.
- Inspects private development projects and construction work within City right-of- way and/or private property.
- Reviews plans and inspects development projects for compliance with storm water management code and erosion control requirements.
- Provides technical support and assistance to other engineering staff.
- Performs inspections for release of performance and maintenance bonds.
- Assists with preparation of easements and confirms legal descriptions are accurate.
- Understands franchise, master use, and right-of-way use agreements and works with utility companies to ensure compliance.
- Process refunds through Bitco permit system and provides Finance Department with information to prepare and send a refund check.
- Prepares quarterly billing to the utility companies in the Edmonds Utility Consortium.
- Uses and applies Bitco permit system; recommends changes to the system to develop reports, new permits and improve efficiencies.
- Prepares and issues correction notices, notices of violation and works with violators to bring issue into compliance
- Prepares monthly report on permit revenue and development fees.

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 guideline including guidelines related to stormwater management.

JOB DESCRIPTION

Engineering Technician II

- Engineering mathematics and drafting standards and techniques.
- Basic construction techniques and operation and maintenance principles, including for stormwater quantity and quality control facilities.
- Surveying and use of survey equipment.
- Engineering inspections, documentation, technical design and plans and specifications.
- Engineering calculators and programs.
- Technical aspects of stormwater management principles and field inspection techniques of stormwater management facilities.
- Property owners' rights and privileges.
- Easements and other property-related official records.
- Basic hydraulics including weirs, flumes, and open ditches and storm/surface water sampling and analysis protocols.
- Techniques for investigating, inspecting, and resolving development related issues.
- Reading 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 technical engineering work related to inspection of development projects to verify conformance with the Edmonds Community Development Code (ECDC) and in response to complaints..
- Analyzing information and planning an effective course of action.
- Assisting in design, record keeping and inspection of capital projects.
- Reading and understanding engineering plans and specifications.
- Working effectively with architects, engineers, developers, contractors and citizens.
- Making accurate computations and compiling data and statistics.
- Working with residents, business owners, and contractors on a wide range of development related issues including enforcement of City requirements.
- Organizing and interpreting large amounts of data related to plan review and inspections.
- Using field survey,GPS equipment and other field equipment as assigned.
- Effectively inspecting, investigating, testing, sampling, and analyzing water and other environmental resources.
- Accurately 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 and other asset management software such as Cartegraph or Hansen, and ArcGIS.
- Establishing and maintaining effective working relationships with others.
- Communicating effectively verbally and in writing including preparing and delivering oral presentations in an effective manner.

JOB DESCRIPTION
Engineering Technician II

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate and the equivalent of two years of college-level course work in civil engineering technology or related field or Associates Degree in Civil Engineering, Construction Management, or related field and three years of experience in public works engineering technical support that includes project review and inspection, permit and application review, or preparation of designs, plans and specifications that demonstrates competency to perform the duties at the Engineering Technician II level; or two years progressive experience as an Engineering Technician I, successful completion of established criteria for advancement, and demonstrated competency to perform the duties of Engineering Technician II; 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.
- 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: _____