

City of
EDMONDS
Washington

ENGINEERING TECHNICIAN III

Department:	Public Works - Engineering	Pay Grade:	NE-13
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	City Engineer

POSITION PURPOSE: Under general direction, performs more complex senior level engineering technician duties related to assigned private development project reviews and inspections, design, inspection and management of assigned capital projects; provides technical support to professional engineers of the Engineering Division; independently performs a wide variety of duties related to the responsibilities of the Engineering Division on larger private developments and capital projects.

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 II plus:

- Performs reviews of larger private development project permit applications such as commercial, multi-family, mixed-use subdivisions and short plats under the general guidance of the Engineering Program manager for compliance with local, state and federal requirements.
- Independently conducts field inspections of larger private development projects.
- Manages assigned capital improvement projects under the general guidance and supervision of staff professional engineers.
- Plans, develops and prepares design drawings, contract specifications and cost estimates for utility, street, facilities and other public works projects.
- Designs contract drawings and specifications to assure quality and cost effective construction.
- Uses AutoCAD and related engineering and graphics software to prepare detailed design drawings and coordinates project improvements with City Departments, private utilities, other public agencies and citizens; prepares and secures necessary easements for project construction.
- Manages the advertisement, bid and award of capital improvement projects; prepares advertisement notice and responses to bidder questions; reviews and analyzes bid documents for compliance with City, state and federal requirements; prepares award recommendation for City Council and oversees the execution and processing of construction contract documents.
- Performs the construction management of assigned capital improvement projects; implements the contract and maintains project filing system.
- Follows related city, state and federal standards, policies, guidelines and laws, processes; reviews and approves contractor submittals, processes; reviews and responds to requests for information.
- Performs field inspection and documentation of construction activities; prepares and calculates progress pay estimates; negotiates and prepares change orders and field change directives.
- Prepares daily inspection reports; calculates and prepares field notes records of contractor quantities and materials installed in the field; takes and files daily photos of assigned projects and monitors contractor operations and traffic control to ensure a safe work area.
- Responds promptly to public questions and concerns; attends, runs or coordinates associated meetings; interacts with other public agencies; manages and tracks the close-out phase of construction contracts and the documentation required for final project approval.

JOB DESCRIPTION

Engineering Technician III

- Prepares and manages consultant contracts; develops and prepares Request for Qualifications (RFQ's); reviews and evaluates statement of qualifications.
- Reviews and approves fee sheets, scopes, schedules and invoices; reviews and checks consultant drawings, specifications and estimates for accuracy and quality; monitors consultant progress and invoices to approved schedules.
- Develops, prepares and monitors project budget; reviews and tracks project expenditures and prepares reports on cost overruns or budget amendments.
- Prepares City, state and federal documents for administration of grants and loans; proposes alternate construction methods or materials to reduce project costs.

Required Knowledge of:

- Civil engineering principles, practices and standards.
- Construction principles and methods.
- Applicable ordinances, local, state and federal laws, regulations and codes.
- Engineering mathematics and drafting standards, practices and techniques including higher level math (trigonometry, geometry, and algebra).
- Engineering calculators and programs.
- Drafting practices and standards including AutoCAD.
- Technical aspects of field of specialty.
- Reading, interpreting and understanding civil design drawings, schematics and other related maps and drawings.
- Interpersonal skills using tact, patience and courtesy.
- Effective oral and written communication principles and practices.
- Project management techniques and principles.
- Basic record-keeping methods and techniques and report preparation.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned duties.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Performing design, record keeping and inspection of capital projects.
- Reading and interpreting materials relevant to the permit process.
- Performing technical engineering work in response to complaints and stormwater and drainage problems.
- Assisting in design, record keeping and inspection of capital projects.
- Reading and understanding plans and specifications.
- Working effectively with architects, engineers and construction contractors.
- Making computations, compiling data and statistics.
- Maintaining records and preparing reports.
- Reading and interpreting material relevant to the permit process, understanding codes and specifications, drawings and field surveys.
- 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.

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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 five years of experience in public works engineering technical support that includes project review and inspection, permit and application review, and preparation of designs, plans and specifications that demonstrates competency to perform the duties at the Engineering Technician III level; 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.
- Working in and around moving traffic.
- 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: _____