

JOB TITLE

Engineering Technician III

DATE

February 27, 2007

DEPARTMENT

Engineering Department

COMPARABLE WORTH RATING

REPORTS TO - City Engineer

SCOPE OF POSITION:

General Statement of Duties: This is advanced paraprofessional field and office civil engineering work. It involves responsibility for performing technical and complex work in surveying, making plans, examinations, or engineering inspections and investigations. Work includes the application of paraprofessional engineering knowledge gained through training or experience in a variety of engineering and planning problems in the field or office.

Work Environment: Indoor office setting, outdoors all-weather conditions.

Supervision Received: Work is performed under the general supervision of the City Engineer who makes general assignments and inspects work to see that it is performed in accordance with instructions and accepted engineering principles.

Supervision Exercised: Work may include responsible for assigning work to other paraprofessional technical engineering personnel.

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the City Engineer:

- Participates in all phases of survey work; used transits, levels, and other engineering survey equipment
- Participates in all phases of plan preparation and is proficient in drafting techniques and in the use of drafting equipment, including computers
- Performs construction staking duties for all projects
- Inspects projects to insure compliance with plans and specifications and assists other inspectors
- Participates in the completion of plans for preliminary surveys and designing future planned projects
- Prepare specifications for projects
- Determine quantities on all projects and prepares estimates for contract payments, negotiate change orders
- Prepares and submits various project status or progress reports; resolves citizen complaints pertaining to contracts
- Locate underground utilities from Gopher State One Call System
- Performs other duties and assume other responsibilities as apparent or as delegated by the City Engineer
- Assist in bridge inspections and reporting
- Assist the City Engineer with project administration
- Assist in the preparation and utilization of the department budget
- Manage construction projects and public works projects.
- Maintain individual project information. Both electronic and paper.
- Maintain and prioritize purchases to have necessary inventory for project efficiency.

KNOWLEDGE, SKILLS, ABILITIES:

- Considerable knowledge of the principles, practices, and instruments used in surveying and civil engineering drafting and computer aided drafting systems (CAD)
- Considerable knowledge of mathematics through trigonometry and its application to field surveying and engineering computations
- Considerable knowledge of construction specifications and plans and of the regulations pertaining to public works construction by contract
- Considerable knowledge of construction materials testing in the field and laboratory
- Ability to perform difficult technical computations, to make estimates on tests and to compile engineering data and statistics

- Ability to establish and maintain effective working relationships with other engineering and surveying personnel, contractors, and the public
- Ability to determine adherence to engineering specifications on a variety of construction projects and to contact contractors and construction supervisors effectively in securing compliance with specifications
- Skill in the use of surveying and drafting instruments and related equipment
- Ability to express oneself clearly and concisely both orally and in writing
- Some knowledge of the principles and practices of supervision
- Moderate physical exertion: ability to lift and carry 40 pounds, ability to traverse on multiple terrains.
- Storm water Pollution Prevention Plan – Inspector/Installer
- Storm water Pollution Prevention Plan – Designer
- MNDOT Certified Landscape Specialist preferred.
- Minnesota State Tree Inspector preferred.

MINIMUM QUALIFICATIONS:

A combination of training and experience substantially equivalent to the following:

- Graduation from High School or G.E.D. equivalent
- Two years of college or vocational or technical course work in pre-engineering technology, highway technology, or closely related field
- Two (2) years of progressively responsible experience in civil engineering technology
- Experience and/or training on computer aided drafting systems (CAD)
- Class “D” Driver’s License
- Considerable knowledge of the operation and maintenance of the cities geographical information system. (G.I.S.)
- Storm water Pollution Prevention Plan – Inspector/Installer
- Storm water Pollution Prevention Plan - Designer
- Ability to obtain the following certification within 2 years: Construction Technician – Aggregate production; Construction Technician – Bituminous Street Levels I & II, Construction Technician – Concrete Field Levels I & II, Construction Technician – Grading and Base Levels I & II.
- Bridge Safety Inspector Team Leader Required
- MNDOT Certified Landscape Specialist preferred.
- Minnesota State Tree Inspector preferred.

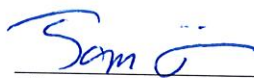
REVIEWED AND APPROVED BY:



 Staff Representative –AFSCME

4/10/13

 Date



 City of Hibbing – Administrator

4-10-13

 Date