



CLASSIFICATION TITLE: Engineering Technician I	JOB NUMBER: 7053	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Assigned Division/Department Manager	PAY GRADE: 15	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate semiskilled work for field and office engineering operations of assigned department or division, and related work as apparent or assigned. Work is performed under the general direction of the division/department manager ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Performs basic drafting or tracing in the preparation of various plans; makes basic mathematical calculations to determine costs or amounts or checks the calculations of others; proofreads construction contract provisions and compares to original information.
- Inspects an elementary phase or phases of simple construction projects, takes vertical and horizontal measurements; makes drawings or sketches of installed appurtenances; performs utility locating assistance as necessary for City electrical and communications lines.
- Maintains and updates computer and paper files; inputs and retrieves computerized information using word processing or spreadsheet applications.
- Interacts with public, contractors, developers, utility representatives and other individuals and groups and provides courteous, prompt and accurate information; provides routine and standardized information regarding policies and procedures to the public in person or on the telephone.

- Maintains and updates computer and paper files; inputs and retrieves computerized information using word processing or spreadsheet applications.
- Performs utility locating assistance as necessary for City water, storm and sanitary sewer lines; locates property on appropriate maps or construction plans; interprets notations on maps or atlases, updates as required; retrieves parcel maps, information and descriptions to determine property ownership and City road right of way.
- Locates and compiles data for use in engineering projects or reports; takes basic measurements of material quantities to verify amounts ordered and received; takes tickets to verify materials received; compiles daily or project totals; keeps daily records of construction inspection activities.
- Manually counts traffic and researches accident statistics; controls traffic by flagging vehicles and placing cones and signs; performs multiple functions on a survey crew.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State and local laws, rules, codes and regulations related to assigned activities.
- Basic mathematics and ability to use a calculator.
- Basic personal computer skills including word processing, spreadsheet applications and computer aided drafting software programs related to assigned activities.
- Basic drafting skills.
- Safety regulations while performing essential functions of the position in and around construction sites and within public right-of-ways.
- Hazards associated with water, wastewater and/or stormwater operations.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

Skills and Abilities to:

- File alphabetically, numerically or by other predetermined classifications.
- Make simple drawings and copy or trace from completed survey drawings; ability to perform basic engineering drafting.

- Read and understand various types of maps, blueprints and plans and to understand engineering drawings.
- Enter and retrieve computerized data.
- Understand and follow oral and written instructions.
- Understand and adapt to work standards and codes applicable to the job.
- Meet travel requirements of the position.
- Provide effective customer service.
- Perform utility locates within six (6) months using specialized equipment.
- Exercise initiative and judgment in carrying out recurring assignments according to established standards, policies and procedures.
- Observe legal and defensive driving practices and health and safety regulations.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Obtain flagger Certification within six (6) months of hire and maintain for duration in position.
- Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED and minimal experience in an office setting.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

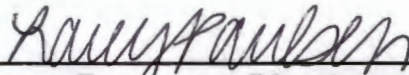
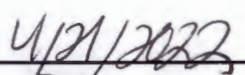
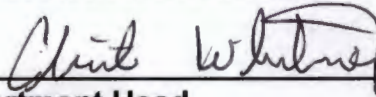
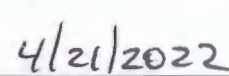

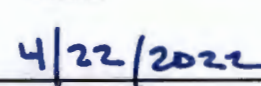
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions, frequently requires speaking or hearing, climbing or balancing and stooping, kneeling, crouching or crawling and occasionally requires sitting and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather), exposure to fumes or airborne particles and exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date