



CLASSIFICATION TITLE: Engineering Technician II - Inspection	JOB NUMBER: 7239	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Public Works Capital Projects Manager	PAY GRADE: 17	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate semiskilled work for field and office engineering operations of the Public Works Department, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Capital Projects 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. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- 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.
- Prepares sketches and reports from information gathered in field notes; makes mathematical calculations, compiles data, and computes quantity and cost estimates.
- Reviews engineering designs to identify constructability issues.
- Visually inspects initial project site and compiles field reconnaissance reports; reviews incoming submittals for overall compliance with established policies and guidelines; performs field checks.

- Read and understand engineering plans and specifications and to become familiar with engineering standards and department policies.
- Analyze situations accurately and adopt an effective course of action.
- Make field measurements and complete calculations using computers or calculators.
- Conduct construction materials acceptance testing.
- Understand and follow oral and written instructions.
- Understand and adapt to work standards and codes applicable to the job.
- Define and solve technical problems with limited and minimal guidance.
- Meet the travel requirements of the position.
- 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, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers in a windows computing environment using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

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

EDUCATION AND EXPERIENCE







Associates degree in engineering technology, or related field and one (1) year experience in construction inspection, materials inspection, or equivalent combination of education and experience.

information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, frequently requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to vibration and occasionally requires 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