



<b>CLASSIFICATION TITLE:</b> Engineering Technician II	<b>JOB NUMBER:</b> 7054	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Assigned Division/Department Manager	<b>PAY GRADE:</b> 17	<b>FLSA STATUS:</b> 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. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Performs drafting work to assist in the preparation of plans, designs and engineering drawings for civil or electrical engineering projects; prepares sketches and reports from information gathered in field notes; makes mathematical calculations, compiles data, and computes quantity and cost estimates.
- Performs drafting to prepare planimetric or topographic maps, and right of way drawings; reviews road geometrics and traffic related maintenance work; conducts various traffic-related studies.
- Establishes points and elevations, proper location and drainage for streets, sewers, runways, and structures; plots profiles and cross sections, figures grade lines, calculates volume and areas, tabulates structural excavations, plots and calculates traverses.
- Visually inspects initial project site and compiles field reconnaissance reports; reviews incoming submittals for overall compliance with established policies and

guidelines; performs field checks, gathers engineering information and reviews plans for proposed development projects.

- Inspects components of ongoing construction projects; completes written reports on specification compliance for a variety of operations including hot mix plants and concrete batch plants, earthwork or bituminous surface treatment; collects samples and performs density tests and on-site materials tests such as slump test on concrete, makes concrete cylinders, and reports the results.
- Performs utility locating for City water, electrical, communications, storm and sanitary sewer lines using specialized locating equipment; locates property on appropriate maps or construction plans; interprets notations on maps and atlases; updates and maintains various county atlases and maps, road logs and annexation records.
- 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.

## **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.
- Modern office practices, methods, procedures and equipment.
- Mathematics, including algebra and trigonometry, and some knowledge of physics.
- Principles, practices and equipment used in Computer Aided Design (CAD) drafting, construction and engineering.
- Word processing and spreadsheet applications and CAD drafting programs assigned to activities.
- 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 electrical operations.
- Construction testing methods and equipment.
- Utility locating equipment and procedures.
- Record-keeping principles, procedures and techniques.
- Technical aspects of field and office engineering operations in civil or electrical specialty.

**Skills and abilities to:**

- File and maintain plans and other related materials accurately.
- Read and understand engineering plans and specifications and to become familiar with engineering standards and department policies.
- Develop new applications of existing computer programs.
- Analyze situations accurately and adopt an effective course of action.
- Performs multiple functions on a survey crew.
- Compile contracts and other prepared documents.
- Prepare drawings from completed survey information and notes.
- Make field measurements and complete calculations using computers or calculators.
- 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.
- Provide utility locates within six months using specialized equipment.
- 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, CADD or related field and one (1) year experience in design and drafting, construction inspection, materials inspection or utility locating, or equivalent combination of education and experience.

## 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 frequent exertion of up to 10 pounds of force, occasional exertion of up to 25 pounds of force and seldom exertion of up to 50 pounds of force; work regularly requires walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires standing and speaking or



hearing and occasionally requires sitting and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed 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.*

Randy Paulsen 6/20/2022  
Human Resources Director Date

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Department Head Date

[Signature] 6/21/2022  
City Manager or Authorized Designee Date