



CLASSIFICATION TITLE: Engineering Technician III	JOB NUMBER: 7055	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Assigned Division/Department Manager	PAY GRADE: 19	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate technical work in the fields of roadway and utility design engineering, utility locating, or construction inspection, 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.

- Interacts with the public, contractors, developers, utility representatives, and other individuals and groups, and provides courteous, prompt, and accurate information; provides technical information and explains policies and procedures to the public, other staff or groups in person, on the telephone, or in writing.
- Inputs engineering calculations and information into calculators and computer systems utilizing coordinate geometry and computer aided drafting programs to produce final drawings and calculations; writes technical reports or letters to support engineering tasks or job functions; records information for future use in an engineering function or job.
- Performs difficult engineering calculations, drafting, and mapmaking to support a major engineering task or job function; prepares record drawings for approval by engineers; develops and maintains project files and other records.

- Designs the installation, alterations, and removals of low voltage utility systems using established standards and guidelines; designs road and/or utility projects under the supervision of an Engineer.
- Conducts on-site inspections or performs the inspection of materials and projects for contract compliance; prepares inspection reports for routine projects.
- Performs routine utility locates of utility infrastructure.
- Prepares cost reports for materials, construction, and maintenance for projects; prepares project progress reports and cost estimates; interprets plans and specifications to ensure compliance with project documents as inspector-in-charge of routine engineering projects.

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.
- High-level mathematics, including algebra and trigonometry.
- Physics, statistics, and dynamics.
- Construction materials and testing procedures.
- Modern equipment used in drafting, inspection, utilities, and general engineering fields.
- Principles, practices, terminology, and equipment used in civil engineering, including computer drafting and programming.
- Project management tools and process that make projects successful.
- Street and utility design criteria.
- Computer Aided Design Drafting (CADD), Geographical Information System (GIS) and Microsoft Office Suite software.
- Safety regulations while performing essential functions of the position in and around construction sites and within public right-of-ways.
- Hazards associated with electric, 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 in field of specialty.

Skills and abilities to:

- Create complex or difficult drawings based on records or data.
- Create and develop files using established filing system.
- Understand and execute moderately complex oral and written instructions.
- Interpret and apply engineering codes, statutes, and standards to the planning, review, design, and construction of engineering projects.
- Use modern locating and/or material testing equipment.
- Analyze technical information and to develop logical solutions or alternatives to problems.
- Possess the resources to independently respond to problems and questions regarding a limited area of expertise, and frequently lend assistance to employees performing similar or related duties.
- Make field measurements and complete calculations using computers or calculators.
- Provide effective customer service.
- 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

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

EDUCATION AND EXPERIENCE

Associates degree in engineering technology, CADD or related field and five (5) years experience in civil engineering, electrical engineering, engineering technology, construction inspection or utility projects, 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.

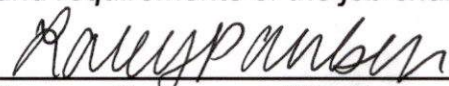
This work requires regular and punctual attendance at the office or other assigned locations; work requires the regular exertion of up to 10 pounds of force, frequent exertion

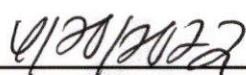
of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking and reaching with hands and arms; work has 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, visual inspection involving small defects and/or small parts and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to outdoor weather conditions, exposure to the risk of electrical shock, and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light 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 