



CLASSIFICATION TITLE: Engineering Technician IV	JOB NUMBER: 7056	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Assigned Division/Department Manager	PAY GRADE: 20	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs difficult skilled technical work in project management, engineering drafting and design, construction inspection, utilities, plans examination, and related work as apparent or assigned. Work is performed under the limited supervision of the assigned 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.
- Designs electrical distribution and transmission projects, road, and/or utility projects, using generalized standards of construction, industry codes and electrical theory under the direction of a professional engineer or administrative supervisor.
- Administers major departmental projects, programs or systems as assigned; plans the work to be accomplished, sets program goals, and prepares preliminary budget information; may organize, assign, monitor, and review the work of coworkers; performs engineering and technical research as related to specific programs or systems and presents findings.
- Conducts on-site inspections, performs material testing, and interprets plans and specifications to ensure compliance; coordinates the inspection of various

construction projects; prepares contract documents required for contracting distribution and transmission construction projects.

- Provides interpretation of City codes, policies and development standards to proposed development activity; evaluates existing codes and policies and works with supervisor to develop process and technical improvements; prepares written reports and recommends alternative materials when necessary.
- Performs routine utility locates of utility infrastructure.
- Provides mentoring and training to Engineer Technicians I, II and III in their respective specialized field.

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.
- Principles, practices, and equipment used in Computer Aided Design (CAD) drafting, construction and engineering.
- Terminology, principles and practices, and equipment used in low voltage systems for residential and commercial services and outdoor lighting systems.
- Project management tools and process that make projects successful.
- High-level mathematics including algebra and trigonometry.
- Construction materials and testing procedures.
- Modern equipment used in drafting, inspection, utilities and general engineering fields.
- Computer Aided Design (CAD) drafting, ESRI GIS, and Microsoft Office software.
- 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. Electrical utility distribution facilities, equipment functions and associated high voltage safety regulations and rules.
- Comprehensive understanding of the concepts, standards, tools, and techniques of Project Management.
- Electrical utility distribution facilities, equipment functions and associated low and high voltage safety regulations and rules.
- Record-keeping principles, procedures, and techniques.
- Technical aspects of field of specialty.

Skills and Abilities to:

- Adapt engineering information, codes, statutes, and standards to the planning, review, design, and construction of capital improvement projects.
- Prepare, interpret and utilize plans, maps, special provisions, specifications and reports.
- Become familiar and keep current with engineering standards and practices.
- Plan, direct and coordinate the work of others; mentor and guide other Engineering Technicians.
- Independently respond to problems and questions regarding a limited area of expertise, and frequently lend assistance to employees performing similar or related duties.
- Create, develop and maintain files, plans, and other related materials accurately.
- Understand and execute moderately complex oral and written instructions.
- Manage utility projects through the process of initiation, control, schedule and termination of the project.
- Collect and analyze technical information and develop logical solutions or alternatives to problems.
- Use a personal computer or computer-aided design equipment to develop programs to complete a job function.
- Use modern utility locating and/or material testing equipment to complete job functions.
- Perform technical computations to make estimates and perform tests to compile engineering data and reports.
- 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, streamline work processes and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

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

EDUCATION AND EXPERIENCE

Bachelor's degree in electrical engineering, engineering technology, or related field and six (6) years experience in civil, mechanical or electrical engineering, utility distribution systems, or construction inspection, including one (1) year in a supervisory role, 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

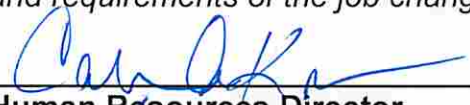
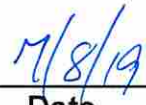




described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms 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, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to the risk of electrical shock; 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