



## JOB DESCRIPTION

**POSITION TITLE:** Engineering Technician

**REPORTS TO:** Director of Public Works

**EMPLOYMENT CLASSIFICATION:** Full-Time

**DEPARTMENT:** Public Works

**FLSA CATEGORY:** Non-Exempt

**PAY TYPE:** Hourly (Grade 7) - \$23.80 to \$31.40

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### POSITION SUMMARY

The position applies intensive and diversified knowledge of engineering principles and practices in the construction, inspection and management of a wide variety of capital improvement, maintenance and construction projects. The Engineering Technician performs a full range of technical inspection work involving capital projects to ensure compliance with plans, codes, specifications and contract provisions. This position acts as a project liaison between engineers, contractors, developers and the general public. This position reports director to the Director of Public Works.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### *Engineering, Inspection & Project Management*

- Performs routine to complex technical engineering inspections of public infrastructure and capital improvement projects.
- Performs engineering calculations, prepares sketches and designs from instructions and design data, interprets and confers survey notes to various types of drawings, develops and modifies/maintains computer programs required to provide graphics, maps and engineering drawings.
- Reviews and recommends progress payments and assists in the preparation of change orders (as requested).
- Observes, tests and reports on construction materials; verifies quantities; notifies contractors if unsafe conditions are being observed at construction sites; report work not in accordance with plans & specifications and recommends work stoppage for non-compliance; consults with the Town Engineer on major deviations from specifications.
- Prepares written reports of inspections and construction change orders; composes correspondence including violation letters.
- Ensures effective corrective measures by utilizing individual judgment in interpreting legal requirements and standards of methods, materials and workmanship.
- Maintains field records, including sketches, photographs, drafting and narrative notes; prepares written reports of inspections.

- Utilizes a variety of tools and equipment, including measuring rods, tapes, surveying transits, calculators, GPS data collector and other tools to determine distance, location, dimension, depth grade and to calculate volumes.
- Updates the Town GIS with infrastructure data.
- Review and approve erosion control permits for residential homes. Conduct erosion control inspections as required. Record final elevations for each lot.
- Perform annual culvert inspections under Town roads.
- Perform sign inspection for all signs in Town Right of Way.
- Meets and confers with contractors, public agencies and the general public; responds to inquiries and investigates complaints from the public concerning public infrastructure and capital improvement projects, codes and standards.
- Assists with the preparation of construction estimates, bid specifications and other related materials.
- Follows all state laws, local regulations and work rules pertaining to job safety. Reports any near misses and violations of safety laws, regulations and rules to their supervisor.
- Keep informed of current trends and technology in areas of responsibility and apply to assigned functional area of responsibility.
- Completes State of Wisconsin PASER street condition report as requested.
- Assist in the preparation of annual mileage map and report as requested.
- Performs related duties as assigned.

#### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of engineering and construction principles and practices as applied to the design, construction and maintenance of public infrastructure facilities.
- Knowledge of mathematical engineering applications, land and surveying methods and general public infrastructure operations.
- Ability to manage multiple work assignments, prioritize, and complete all assignments accurately and in a timely manner.
- Ability to take direction, facilitate communication, resolves problems, work individually and as part of a team, receive and give constructive criticism.
- Ability to make sound decisions and exercise good judgment in the absence of supervision.
- Ability to add, subtract, multiply, divide, calculate decimals and percentages, and makes use of the principles of descriptive statistics.
- Ability to comprehend and interpret policy and procedure manuals, work rules, safety procedures, construction plans, GIS mapping and record drawings.
- Knowledge of computer design software such as but not limited to XPSWMM, WinSLANM, AutoCAD, HydroCAD and GIS based software programs such as ESRI.
- Ability to record and deliver information, explain procedures and follow directions and instructions accurately and in a timely manner.
- Ability to communicate effectively and courteously with the general public, elected officials, administration, supervisors, other Town employees, construction contractors, and others.
- General proficiency with basic Microsoft Office products including Outlook, Excel and Word.

*Additional Desired Knowledge, Skills and Abilities:*

- Ability to operate a variety of tools and equipment including; dump truck and plow, backhoe, loader, sewer cleaning equipment, brush chipper, chain saws, lawn mowers, hand tools, tractors, and various other small power tools.
- Ability to maintain equipment and vehicles assigned to operate and evaluate when such maintenance or repairs can be completed in-house or requires outside services.

**REQUIRED EXPERIENCE, EDUCATION AND TRAINING**

- High School Diploma or equivalent.
- Associate degree in civil engineering, civil tech, surveying or closely related field.
- Five years of progressively responsible experience in engineering practices and/or public works inspection.
- Must possess a valid Wisconsin driver's license.
- Position may require occasional overtime work and carrying a pager on a rotating schedule for on-call assignments.
- Must attend Town safety training sessions required for position and meet and associated testing requirements.

*Additional Desired Training/Licenses*

- Directly related public works laborer work experience.
- Valid Wisconsin Commercial Driver's License (CDL) Class B minimum, or ability to obtain a CDL within three (3) months of employment and direct experience with snow removal operations.
  - If applicable: Must pass a post-employment offer drug screen and physical along with periodic testing required for the maintenance of CDL License.

**PHYSICAL DEMANDS**

- This position is performed in both indoor and outdoor settings, possibly in adverse weather conditions along with the ability to sit, stand and walk and do repetitious tasks for an extended period of time.
- Requires the ability to frequently lift loads of up to eighty pounds.
- Requires the ability to climb and descend a ladder.
- Requires the ability to operate/use hand tools, power tools, motorized vehicles and equipment.
- Requires the ability to effectively communicate verbally with citizens and other staff members.
- Ability to operate office equipment to include telephone, computers, printers, photocopier, and fax machine.

*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the Town reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.*

*Town Board Approval: October 23, 2017*