



# JOB DESCRIPTION

## ENGINEERING TECHNICIAN

<b>Department:</b>	Public Works	<b>Classification/FLSA:</b>	Full Time, Non- Exempt
<b>Location:</b>	City Hall	<b>Reports To:</b>	Engineering Supervisor
<b>Supervises:</b>	N/A	<b>Salary Range:</b>	\$17.73 - \$26.60
<b>Benefits:</b>	Per City Handbook	<b>Travel:</b>	As needed

Date Written/Revised: 04/28/2020

### POSITION SUMMARY

Engineering Technician- Performs technical paraprofessional engineering work using computer assisted drafting aids; performs related work as required. Uses CAD aids to generate construction plans for in-house design projects and performs construction engineering on City and City's applicable KDOT projects.

### DUTIES AND RESPONSIBILITIES

- Use basic surveying skills to gather information for various projects for design or construction considerations
- Obtain and maintain the following Inspection Certifications under KDOT's Certified Inspector Program (CIP): Basic Inspection, Concrete Pavement Inspection, Structures
- Conducts inspections of public projects for compliance with City regulations
- Prepares and develops special maps, graphs and charts using computer techniques and civil engineering programs for special projects, including Commission memos and exhibits.
- Utilize CAD software to create plans for in-house projects for the department
- Develop specifications for in-house projects
- Provides back up for support staff, including providing information to the public on as-built locations of water/sewer taps, subdivision and site plans, legal descriptions, flood zones, and right of ways.
- Communicates and coordinates regularly with appropriate people to maximize the effectiveness and efficiency of interdepartmental operations and activities

### POSITION COMPETENCIES

- Strong knowledge of the Microsoft Office software packages; and English grammar and punctuation
- Strong knowledge of computer assisted drafting (CAD) software
- Ability to coordinate and/or perform testing of various construction materials such as soils, concrete, and aggregates in accordance with City and/or KDOT specifications
- Good knowledge of civil engineering principles and practices
- Basic land surveying skills

**POSITION COMPETENCIES continued**

- Ability to maintain a professional demeanor during stressful situations
- Good knowledge of the organization and policies and procedures in the Public Works Department in order to deal with variety of requests for assistance from the public as well as other departments.

**EDUCATION**

- Associates Degree and a minimum of five (5) years engineering experience; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work, and which meets licensing requirements. Kansas Department of Transportation certified inspection and testing training required.