

Job Description

Human Resource Use Only

Position Number:

Step/Grade: I

Effective Date:

POSITION IDENTIFICATION

Position Title: ENGINEER TECHNICIAN III

Division: Department of Public Infrastructure – Engineering Division

Status: Full Time Hourly

Workweek: Monday - Friday

SUPERVISORY RELATIONSHIPS

Reports to: Engineering Division Manager Team Leader

Directly Supervises: None

POSITION PURPOSE

Performs a variety of skilled and advanced technical engineering and project management work in the office and in the field; does related work as required. Employees in this class are responsible for paraprofessional work in Civil Engineering requiring considerable knowledge of civil engineering work, advanced surveying skills, and advanced drafting skills including computer aided drafting and design (CADD). Employees in this class must be familiar with office records, assessment policies, City ordinances, building codes, construction specifications, field locations, and the techniques of construction inspection. An Engineering Technician III differs from that of an Engineering Technician I and II in that greater independence of action is required and expected, and it involves more complex construction inspection work. Employees in this class are expected to perform routine tasks independently with reference to a supervisor only when difficult or unusual problems occur.

ESSENTIAL DUTIES

- Performs all work contained in the Engineering Technician I and II job descriptions
- Trains, oversees, and assists in ~~directings and is responsible for~~ the activities of the Engineering Technician I's and II's
- Reviews on a weekly basis all inspection documentation for accuracy and suitability to task
- Schedules resources as needed to accomplish project management of all public works projects
- Performs land and construction surveys for proper elevation & alignment, grade and location of streets, sewers, catch basins, manholes and curbing
- Prepares land cross sections for use in future street and sewer construction
- Provides control staking of construction projects, including horizontal and vertical control, survey utilities, trees, drainage, buildings, and appurtenances
- Performs advanced drafting of sewer, street, sidewalk, and other construction projects while displaying accuracy and neatness

- Uses the Computer Aided Drafting and Design (CADD) System for mapping, drafting plans, basic street, sidewalk, and sewer design work, data base integration, updating existing plans, maps, and drawings, and other various required projects
- Uses a personal computer to prepare various documents using [Microsoft Word, Excel and Access programs.](#) ~~word processing, spreadsheets, and database management programs~~
- Assists in the preparation of contract quantities and bid documents for various public works projects
- Inspects construction of streets (concrete, asphalt, slurry sealing), sanitary sewers, storm sewers, curb and gutter, storm water ponds, bridge repairs and sidewalks for compliance with the plans and specifications
- Determines if materials and quantities used comply with contract specifications
- Creates for approval change order, field order and work change directive forms and writes quantities, prices and materials for same
- Prepares necessary reports and keeps neat and accurate records relating to the inspection of public works construction projects
- Gives general as well as technical information regarding departmental activities in response to telephone or personal inquiries
- Researches records or deeds for property owners for assessment purposes
- Assists in preparing special assessments for various projects
- Performs advanced engineering calculations as directed
- Gathers information needed for annual GASB reports
- Conducts field investigations and writes necessary reports
- Assists the Engineering / Stormwater Technician with outfall water sampling/testing

OTHER DUTIES

- Does related work as required

MINIMUM POSITION QUALIFICATIONS

- Education:** A two-year degree in Civil Engineering Technology or an equivalent education in a related field (i.e., drafting, surveying, etc.) or at least 10 years of responsible independent performance of the duties found under the Engineering Technician II position as determined by Management.
- Experience:** Two or more years of engineering office and field work experience is required.
- Certifications/Licenses:** Must possess a valid motor vehicle operator's license issued by the State of Wisconsin. Must be trained and certified in confined space entry.

KNOWLEDGE, SKILLS, & ABILITIES

Considerable knowledge of mathematics, drafting, and surveying; considerable knowledge of the principles, practices, materials, procedures, and methods of public works construction; considerable knowledge of mathematical procedures and the ability to perform advanced engineering calculations accurately; considerable knowledge of the methods, materials, and instruments used in drafting ~~and~~, surveying, ~~and soil testing~~; good knowledge of office software including ~~Microsoft Word, Excel and Access word processing, spreadsheet, and database~~ applications; skill in the use of hand tools; ability to prepare drawings from field notes; good ability to supervise; good ability to understand and follow oral and written instructions; good ability to get along well with others including other employees and the general public and to deal with them in a courteous and ~~professional tactful~~ manner; ~~ability to be very~~ thorough ~~and~~ ; dependable.

Ability to read and interpret design manuals, specification manuals, City Ordinances, State laws, building codes, and any other necessary codes or regulations; ability to read and interpret construction plans and specifications; ability to present facts and recommendations effectively in written and oral form; ability to prepare drawings from field notes.

Must exercise good judgment at all times; must have the ability to maintain a professional attitude ~~and a reasonable demeanor~~ during all conversations; must have the ability to discuss and resolve problems in a ~~courteous tactful~~ and professional manner.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

Manual Dexterity: While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, carry, twist, crouch; talk and hear. The employee is occasionally required to sit, climb, balance, or smell, and may be required to work in high places.

Physical Effort: The employee must regularly lift and / or move up to 25 pounds, frequently lift and / or move up to 50 pounds, occasionally lift and / or move more than 100 pounds.

Working Conditions: While performing the duties of this position, the employee is regularly exposed to outdoor weather conditions; regularly walks over uneven terrain such as construction sites; in close proximity to heavy construction equipment and trucks during site inspection work. The noise level in the office work environment is generally low, however, exposure to very loud noises may occur during the inspection of construction sites as well as being exposed to fumes and airborne particles. The employee must be

able to adjust from one schedule to another at short notice and be able to maintain attention to task in overtime situations. Ability to work under adverse weather conditions.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.