



JOB DESCRIPTION

ORGANIZATION: City of Lebanon	LOCATION: Lebanon, OR
DEPARTMENT: Engineering	DATE: September 2022
JOB TITLE: Engineering Tech II	JOB STATUS: Non-Exempt
SALARY GRADE: AFSCME 5	FLSA Exempt: No

PURPOSE OF POSITION: Assist in the design and/or draft designs made by other personnel of improvement projects, draft as-built drawings of completed projects, collect field data, survey, inspect and test projects, provide technical support within the department, and use computer-aided drafting software.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed below include, but are not limited to, the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. All employees are expected to maintain job proficiency by completing relevant position specific training and pursuing available and approved professional development opportunities; maintain work area in a clean and orderly manner; maintain regular job attendance and adherence to working hours; follow all City policies; follow all established safety rules and procedures.*

1. Design minor public improvement projects, such as: sidewalks, sidewalk access ramps, parking lots, driveways, and other similar public improvement projects for inclusion in construction contracts.
2. Draft detailed drawings of designs and as-built drawings of completed construction projects.
3. Collect field data such as sidewalk ramp access evaluations, determine limits, elevations, and locations for public improvement projects, etc. which may require use of surveying instruments and equipment.
4. Conduct field inspections on in-progress and completed projects. Perform warranty inspections. Inform contractor of any warranty repairs. Recommend release contractor from repairs following warranty period.
5. Respond to public inquiries and complaints related to public improvement projects
6. Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in area served.
7. Operate a vehicle safely and efficiently.

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MANDATORY QUALIFICATIONS:

Education & Experience:

1. Possession of a high school diploma or equivalent AND
2. Broad specialized training equal to two (2) years of college in engineering technology, drafting, or a closely related field; AND
3. One (1) year related experience; OR
4. Any satisfactory combination of experience and training which demonstrates the skills and abilities to perform the above duties.

Licenses & Certificates:

1. Possess and maintain a valid Oregon Driver License with acceptable driving record.

DESIRABLE QUALIFICATIONS:

1. Fundamentals of Engineering certificate and/or Fundamentals of Land Surveying certificate is/are desirable.

KNOWLEDGE, SKILLS, AND ABILITIES:

The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Knowledge of civil engineering practices, surveying techniques, drafting and design principles and methods, computer aided drafting systems, and characteristics of asphalt and concrete related to infrastructure improvements.
2. City government policies and procedures.
3. Common personnel policies.
4. Reporting and disclosure requirements of government entities.

Skill in:

1. Civil engineering drafting and fundamentals of design using AutoCAD.
2. Topographic surveying practices and equipment.
3. Use of Microsoft Word, Excel, and Windows.
4. Use of Geographic Information System.
5. Provide outstanding customer satisfaction (internally and externally).

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationships with those contacted in the course of work.

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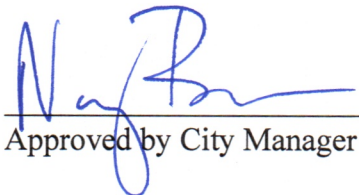
PHYSICAL DEMANDS OF POSITION: *The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

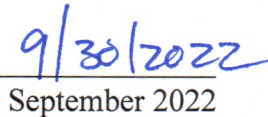
1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach, and manipulate objects, tools, and/or controls.
2. The position requires mobility over a variety of terrain. Duties involve moving materials weighing up to 15 pounds on a regular basis and may infrequently require moving materials weighing up to 50 pounds.
3. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, surveying and standard office equipment.

WORKING CONDITIONS: Approximately 30% of the work period takes place outdoors with exposure to weather conditions, construction sites and confined spaces. The remainder of the work period takes place under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position.

SUPERVISION RECEIVED: Depending on area of assignment, works under the direction of the Assistant City Engineer or City Engineer.


Approved by City Manager


September 2022