CITY OF TUALATIN
Classification Description

Job Title: Engineering Technician II
Department: Engineering & Building
Reports To: Civil Engineer
FLSA Status: Non-Exempt

SUMMARY: Performs moderately complex engineering work of a technical nature, which includes drafting, engineering calculations, project management, construction inspection, and technical administrative support. Assist in the design and review of civil engineering projects under the supervision of a professional engineer; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reviews the development and presentation of engineered plans and specifications for a variety of public works and private construction to ensure compliance with City standards and conditions of approval.

Participates in the design and preparation of plans, cost estimates and specifications for engineering projects including water, sanitary sewers, storm drains, streets, and other similar construction.

Contacts and confers with private contractors, and private developers, consultants and individual property owners regarding construction work and engineering projects. Inspects public works construction projects for compliance with plans/specifications and city codes. Inspects for condition of streets and other public improvements. Issues or processes public works and water quality permits.


Researches, monitors and/or processes agreements, leases, rights-of-way and real property descriptions between the City and various parties.

Answers public inquiries concerning existing public facilities traffic counts and projections, addresses, tax lot numbers and construction restrictions and requirements. Answers public complaints about construction related problems (streets, lights, drainage, etc.)

May work with CADD system and other computer systems pertaining to public works improvements.

Coordinates work with other departments and governmental agencies, which may be impacted by various construction projects.

Assists in conducting investigations, studies and preparing reports relating to items affecting City facilities or systems. Recommends changes in construction standards.

Drives to job sites, city facilities, vendors, training programs, and local and regional meetings as necessary.
SUPERVISION RECEIVED: Works under the direction of the Civil Engineer. Independence of action is stressed. Assignments are general in nature requiring the application of technical skills and knowledge.

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not a normal responsibility of this position. May be assigned as a lead person to direct specific work activities of other employees on specific projects as assigned.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Oral Communication – Speaks clearly, persuasively and professionally in positive and negative situations. Listens and receives confirmations.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Professionalism - Responds to and approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Safety and Security - Observes safety and security procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associates Degree in Engineering Technology or related field or equivalent education plus two years of progressively responsible experience in engineering technology which would include performing engineering calculations, preparing technical reports, inspection and survey work preferably in a municipality or county. Knowledge of native and invasive plant species, vegetated corridors, and water quality facilities. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Computer Skills:** Ability to operate a personal computer and related software.

**Certificates, Licenses, Registrations:** Possession of, or the ability to secure possession of, a valid Oregon driver's license.

**Other Skills and Abilities:** Ability to prepare and interpret engineering plans and specifications. Ability to prepare technical reports and standards on engineering issues. Ability to apply proper inspection techniques. Ability to communicate clearly and concisely. Ability to perform complex technical computations. Ability to use field and office engineering instruments, including surveying equipment. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationships with the public, other agencies and other employees. Ability to tactfully obtain code compliance.

Considerable knowledge of Civil Engineering principles and practices, which includes: design, construction, and inspection of public works projects.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration. The employee is frequently exposed to wet and/or humid conditions; high, precarious places and risk of radiation. The employee is occasionally exposed to toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually very loud.