

# CITY OF TUALATIN

## Classification Description

**Job Title:** Engineering Technician I  
**Department:** Community Development  
**Reports To:** Engineering Manager  
**FLSA Status:** Non Exempt

**SUMMARY:** Performs engineering work of a technical nature, which includes construction inspection, drafting, and engineering calculations. Reviews civil engineering projects under the supervision of a professional engineer; does related work as required.

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

Inspects public works construction projects for compliance with plans/specifications and City codes. Contacts and confers with private contractors and individual property owners regarding construction work being performed in the public rights-of-way. Inspects for condition of streets and other public improvements. May issue or process public works permits.

Drafts and copies various City and special purpose maps. Maintains notes, records and details for as-built construction drawings.

Reviews the development and presentation of privately engineered plans and specifications for a variety of privately financed public works construction.

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

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.).

Drives to job sites, city facilities, vendors, training programs, and meetings as necessary.

**SUPERVISION:** Supervision of other employees is not a normal responsibility of this position.

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

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

**Attendance & Punctuality** – Consistently at work and on time; Arrives at meetings and appointments on time.

**Cost Consciousness** - Works within the approved budget; Conserves organizational resources.

**Customer Service** - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

**Dependability** - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

**Design** - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

**Diversity** - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

**Ethics** - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Interpersonal Skills** – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

**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.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**Oral Communication** - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Planning & Organizing** – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

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

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

**Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**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.

**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, clients, 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, Abilities and Qualifications:** Reasonable knowledge of the following (depending on the specific assignments, reasonable knowledge of more than one of these areas may be required): Practices and procedures of construction and inspection work; and drafting and blueprint reading.

Ability to use field and office engineering instruments including surveying equipment. Ability to sketch, trace and draw maps and plans. Ability to read and interpret construction plans and specifications. Ability to apply proper inspection techniques to obtain specified construction defined by City requirements and

contract award. Ability to perform technical computations. 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 organize time and work on many projects simultaneously.

**EDUCATION and/or EXPERIENCE:** Associates degree in Engineering Technology or related field or equivalent education plus one year of progressively responsible experience in engineering technology which would include drafting, inspection and survey work preferably in a municipality or county. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

**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 use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee occasionally needs to walk on uneven, slippery terrain. The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles and risk of radiation. The noise level in the work environment is usually moderate to loud.