

## **ENGINEERING TECHNICIAN I, II, III SERIES**

**Range – 24, 26, 27 (Non-Exempt)**

### **JOB SUMMARY:**

Under general supervision, the Engineering Technician performs a variety of tasks associated with field and office technical engineering activities and related work, as required. This position interacts daily with other City employees, as well as the public while providing exceptional customer service. This is a full-time position working Monday through Friday, 8:00am to 5:00pm, at City Hall. This position reports to the Director of Engineering and Operations for the City of Jenks.

### **KNOWLEDGE, ABILITIES, SKILLS AND PERSONAL CHARACTERISTICS:**

#### **Knowledge**

- Some knowledge of the application of civil engineering principles, practices, and development, especially as related to one or more of the following areas: sanitary sewer, potable water distribution, street construction and maintenance, storm sewer systems, traffic engineering and solid waste management.
- Knowledge of Local government organization and functions.
- Knowledge of modern office practices and organization.
- Some knowledge of building inspection codes, including electrical, mechanical, and plumbing.
- Some knowledge of land use planning and zoning.
- Some knowledge of personal computing, including familiarity with word processing and spreadsheet, and database software applications.
- Some knowledge of local government legal processes, including rules of order in the conduct of a meeting.
- Knowledge of efficient record keeping practices.
- Some knowledge of basic time management techniques.
- Knowledge of relevant statutes, ordinances, rules, policies, and procedures.
- Knowledge of the metropolitan area geography.
- Knowledge of mathematics related to the application of civil engineering principles, practices and technique.

#### **Abilities (with or without a reasonable accommodation)**

- Ability to apply civil engineering principles and practices to a para-professional level in a local government administrative environment.
  - Ability to organize and administer a variety of tasks with conflicting priorities and varying complexities effectively.
  - Ability to make decisions with limited direction.
  - Ability to respond to disagreeable situations in positive and productive manner.
  - Ability to follow oral and written instructions effectively.
  - Ability to distinguish practical from theoretical solutions to areas of responsibility.
  - Ability to organize basic statistical information in required reports.
  - Ability to plan and schedule work activities.
  - Ability to coordinate with staff consultants and aid citizens related to projects in progress.
  - Ability to keep confidential projects and materials within approved limits.
  - Ability to meet people in a positive, agreeable manner.
  - Ability to move about in office environment without assistance.
  - Ability to plan and schedule work activities.
  - Ability to write clear concise reports in English for subject matter in areas of responsibility.
  - Ability to summarize orally and in writing key elements from group discussions and decisions.
  - Ability to evaluate and report on field operations.
  - Ability to speak instructions clearly over 'the phone and in noisy work environment.
- Engineering Technician
- Ability to climb and to move in close quarters and on slopes.
  - Ability to hear equipment and oral instruction in noisy environment.
  - Ability to see field installations.
  - Ability to distinguish hot and cold liquid and solid materials in the field.
  - Ability to distinguish unusual odors in the field.

## **Skills**

- Skill to drive a motor vehicle for transportation purposes.
- Skill to speak and write English effectively.
- Proficiency in time management of daily work schedules.
- Some proficiency in developing and giving a public presentation.
- Proficiency in use of printing equipment, including photocopies, computers, printers, binding machines.
- Proficiency in use of telecommunication instruments, such as telephone, fax machines, computer, radios, computer modem and two-way radio equipment.

## **Personal Characteristic**

- Is prompt and personally well organized.
- Is able to process work neatly and in a timely manner.
- Is able to use telephone in a pleasant and efficient manner with positive results.
- Tasteful in dress, grooming, language, and mannerisms to community standards for areas of responsibility.
- Is able to speak in a manner that is persuasive and diplomatic.
- Is able to present a service impression in interactions with the public and co-workers.

## **Special Requirements**

- Valid Oklahoma Driver's License.
- Insurable driving record.
- Good health (abbreviated physical including drug screening required with random drug testing during employment).
- Travel away from Jenks for week or less, two or three times annually.
- Maintain any required certifications related to the position.
- Must be able to see computer screens distinctly and distinguish color entries.
- Must speak clearly and distinctly in order to communicate effectively to transmit information via radio, telephone, etc.
- Basic First aid (within 12 months of employment).
- Participate in professional organization(s).
- Maintain water distribution and sanitary sewer distribution system certifications and other public works related licensure which may be required by the City Engineer.

## **Illustrative Examples of Work**

- Provides para-engineering activities to the City Engineer/Public Works Director and the Field Operations Supervisor.
- Represents the City Engineer in dealing with other governmental jurisdictions or agencies, contractors, and the public in general on qualified technical matters.
- Conducts technical studies for the City Engineer's Office.
- Assists in making cost estimates for construction projects or validates the cost estimates of others which may be submitted to the City Engineer's office.
- Reviews technical plans and specifications under engineering supervision.
- Investigates and develops field data for the City Engineer and Public Works supervisory staff.
- Assists in the development of public construction bid documents, in developing evaluation processes and in inspecting and monitoring contract progress; assists in the preparing and coordinating of the development of change orders for public construction contracts.
- Conducts technical field inspections of civil infrastructure under the supervision of the City Engineer/Public Works Director.
- Attends technical meetings and records the result of same for approval by the City Engineer/Public Works Director.
- Assists in the development of technical training materials for public works personnel and/or assists in the instruction of Public Works personnel in modern public works principles and practices, especially as related to technical concepts.
- Maintains statistical and descriptive information on work activities for reporting purposes.
- Organizes and plans daily work schedules and special projects.
- Maintains awareness of current information related to work responsibilities.

- Prepares and submits monthly reports to the City Engineer.
- Recommends improvements in area of responsibility.
- Assists in the coordination of meetings and agendas and documentation for the same.
- Performs other duties as maybe assigned.

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

## **MINIMUM QUALIFICATIONS**

### **(I Level)**

Graduation from an accredited high school or the equivalent and one (1) year of experience as an engineering aide or technician in related engineering drafting or surveying or two (2) years of experience in public works field operations beyond the basic maintenance worker level or two (2) years of technical civil construction education\* or a certificate of completion from an accredited technical vocational school or community college in drafting or engineering or a minimum of twenty (20) credit hours in college-level drafting and engineering related courses.

### **(II Level)**

Same as Level I plus at least one (1) additional year of experience as an engineering aide or technician or four (4) years of experience in public works field operations beyond the basic maintenance worker level\*\*

### **(III Level)**

Six (6) years of experience as II Level plus at least three (3) additional years as an engineering aide or technician or in public works field operations beyond the basic maintenance worker level\*\*

\*Experience may be substituted for the initial education requirement if the experience is evaluated to contribute equal knowledge, ability and skills.

\*\*Additional technical civil construction education may substitute in whole or in part for the required experience.

Note: Experience as an engineering aide and/or engineering technician may be considered in combination with experience in public works field operations beyond the basic maintenance worker level.

## **WORKING ENVIRONMENT**

While performing the duties of the job, the Engineering Tech may be exposed to outside weather conditions. The employee may come in contact with hazards associated with field investigations.