

---

**POSITION TITLE:** Engineering Technician  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-Exempt  
**SALARY GRADE:** E  
**REPRESENTATION:** None

**GENERAL POSITION SUMMARY:**

Perform a variety of technical tasks related to design review, mapping, database management, public works operations, land use planning and contract administration.

**ESSENTIAL JOB FUNCTIONS:**

- Assists with all elements of smaller city improvement projects (i.e., design, contract preparation, construction management and inspection)
- Develops and maintain various processes to manage and track public works projects and development reviews.
- Using ESRI Software and AutoCAD software, prepares new maps and revises existing maps for utility and transportation systems, land use and zoning designations, prepares drawings, presentation graphics, charts and similar special mapping needs.
- Assists in development review processes.
- Maintains the City's Pavement Management System database.
- Manages the City's neighborhood Traffic Management Program.
- Manages the City's Erosion Control Program, reviews erosion control plans and performs erosion control inspection.
- Maintains and updates the Public Works Department website and online database(s).
- Responds to inquiries and requests from the public.
- Perform technical studies, analyzes data, makes recommendations based on findings and submits reports.
- Construction management for large projects: regular site visits, pictures/video and records, address concerns on site, attendance of construction meetings, review of pay estimates for accuracy.
- Offers engineering assistance for stormwater management for smaller development projects.
- Reports on the compliance status on the Willamette Basin TMDL to DEQ, preparing annual report and helping administer the program for stormwater.
- Community Outreach coordination for projects, city services and other interactions.
- Take lead on development of an Asset Management system for utilities
- Responds to public complaints and inquiries.
- Participates in public outreach related to construction projects and provides general customer assistance.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.
- Perform other duties as assigned.

**JOB SPECIFICATIONS:**

**Mandatory Requirements:**

- Associate Degree in Civil Engineering, plus two years' experience working in a similar position, and/or a Bachelor's Degree in Civil Engineering plus one year working in a similar position. (Applicants with considerable experience and training without a formal degree or degrees in other fields will also be considered).

**Necessary Knowledge, Skills and Abilities:**

- Must be proficient in Microsoft word, Excel, Access and ESRI experience in AutoCAD and related software is desirable.
- Thorough knowledge of:
  - Database
  - Spreadsheet applications.
  -
- Strong verbal and written communication skills, including the ability to be an active listener with the public and other stakeholders.
- Ability to understand, apply and explain City Land Development Code, construction-related codes, standards, and ordinances.
- Ability to reach and interpret technical documents, specifications, construction plans and drawings.
- Ability to effectively schedule, organize and manage a workload of various functions.

**Special Requirements/Licenses:**

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.
- 1200C Inspector .... Within one year of employment.

**SUPERVISION RECEIVED:**

Works under the direction of the Assistant Public Works Director.

**SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position.

**PHYSICAL DEMANDS:**

The physical demands 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 job functions.

- Frequently required to sit and talk or listen.

- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 25 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required by this job includes close vision and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

General office computer/equipment including, but not limited it, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone. Ability to program traffic sensors for use in the field

**WORK ENVIORNMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed both in and out of the office. Field work will include working on construction sites or performing inspections and studies throughout the City. The noise level in the work environment is usually quiet with frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels. Noise levels on construction sites will regularly require hearing protection.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

**AJ Thorne**

Assistant Public Works Director, PE

Adopted: Unknown

Revised: 04/19/2016, 02/08/2018, 8/2020, 6/2023

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

---

**Employee**

**Date**