

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Engineering Technician*  
**Department:** *Public Works - Engineering*  
**Reports To:** *City Engineer*  
**Status:** *Non-exempt /Union*

#### **Job Summary:**

Performs and coordinates a wide variety of field, administrative, and office engineering technician duties such as updating City maps, latecomers agreement tracking, updating small works rosters, preparing bid specifications, construction staking, or responding to citizen concerns. The position also prepares a wide variety of engineering designs under the direction of a professional engineer, assists public by providing information regarding engineering practices and policies, and may instruct, train and assign work to support staff or other employees.

#### **Essential Job Functions:**

1. Coordinate and perform a variety of mapping duties such as inputting data to City system maps, serving as liaison with contractors, and updating maps through as-built data from previous projects.
2. Calculate quantities, prepare cost estimates, write and compile bid specifications and documents. Perform construction staking, project inspection and check records for payments and survey for "as-builts".
3. Design street improvements, sanitary and storm sewers, water mains and other public works projects under the direction of a professional engineer. Perform a wide variety of drafting activities; assure proper drafting standards and correctness of computations.
4. Establish and maintain cooperative and effective working relationships with other City Departments, contractors, utility companies, County officials, co-workers, supervisors and the general public, and respond in a courteous and helpful manner sometimes in stressful situations..
5. Respond to citizen questions and complaints; advise citizens of requirements, codes, and regulations, and provide information regarding engineering department practice and policy. Issue sewer, water and street opening permits.
6. Prepare a variety of reports, legal descriptions and records associated with projects.
7. Maintain up to date as-built utility drawing files.
8. Coordinate final inspection of sub-divisions, plats, private developments with all City departments and recommend acceptance of improvements.
9. Maintain engineering division records and files.
10. Conduct or assist with preliminary construction surveys and proficiently operate state of the art survey instruments and make necessary computations.
11. Perform as back-up inspection for public works and utility projects to assure compliance with City standards.
12. Direct work of interns for the division.

#### **Associated Job Functions:**

1. Attend various continuing education meetings and seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

#### **Performance Requirements (Knowledge, Skills and Abilities):**

- Full-scope knowledge of technical engineering principles in a municipal setting.
- Knowledge of mathematics through algebra and trigonometry.
- Ability to apply knowledge of technical engineering principles to routine, regular and new work situations.
- Ability to apply established and general policies and procedures requiring analytical ability and judgment.
- Ability to proficiently utilize equipment such as survey instruments, City vehicles, video cameras and standard office equipment including computer and associated software and to learn to use new equipment as appropriate.
- Ability to utilize computer to perform analyses and CAD.
- Ability to utilize survey equipment.
- Ability to communicate effectively orally and in writing.
- Knowledge of English, spelling, grammar, vocabulary and punctuation.
- Knowledge of computer and manual filing systems.

**Working Environment and Physical Demands:**

Work is primarily performed indoors in an office environment and occasionally in the field at construction sites in all types of weather conditions. Work requires normal hearing and visual acuity and manual dexterity, and the ability to be on one's feet, walking on all types of terrain and in all types of weather conditions in situations which can be hazardous, and the ability to move items in excess of 50 pounds. Outside work involves exposure to hazardous equipment utilized at construction sites and occasionally to fumes and toxic substances.

**Experience and Training Requirements:**

- Associate's Degree in a related discipline, *and*
- Three (3) years of experience as an engineering technician with construction inspection experience in a similar work situation, preferably in a local government or other public sector agency, *with*
- Demonstrated proficiency in using Auto-Cad software for engineering drawings and maps.
- Pass background and driver's abstract check.
- Must have valid Washington State Driver's License and a good driving record.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: 4/95 Hulbert

Revised: 98 ak, NWM/HR 1/04; Dev Eng/HR 9/05, HR 7/10, HR 3/12, HR 10/13, HR 9/15

FLSA: Non-exempt

Range: --

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.