Job Description

Job Title:	Engineering Technician	Classification:	Classified
Department:	Public Works	Grade:	170
Occupational Group:	Engineering Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs a variety of sub-professional engineering design, drafting, and field work in support of municipal public works programs and projects.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Performs sub-professional engineering functions including researching and preparing preliminary and final design drawings for street construction, sewer construction, and related public works-oriented projects.
2. Performs sub-professional engineering functions including assisting with survey activities by operating survey instruments and taking survey notes, setting stakes and monuments, training less experienced staff in field survey techniques, clearing brush, and inspecting construction project sites.
3. Prepares tax bills for public improvements, special reports/studies, and pay estimates.
4. Uses Computer Aided Drafting and Design (CADD) programs to develop and create design drawings of public works projects.
5. Answers questions from contractors and the public regarding public works projects in progress or proposed projects.
6. Issues a variety of permits.
7. Delivers plans, blueprints, and other materials.
8. Measures and calculates payment due to contractors based on work completed and materials used; bills utility or contractor performing utility cut accordingly.
9. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Enters and maintains data, records, and files.
- Gathers and enters data for GIS applications and use within the Public Works Department.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Sub-professional engineering principles and practices including field survey techniques and drafting principles and techniques; procedures for issuing various construction permits; CADD principles and techniques including the various software programs; location of streets and addresses in the city; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with contractors, other City staff, and the public; producing engineering plans/designs using CADD software; inspecting construction sites to determine compliance with project specifications and applicable construction codes; understanding and interpreting complex engineering-oriented regulations and guidelines; performing field survey work; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. An Associate's degree in Civil Engineering, Construction Technology, or closed related discipline is preferred and may be substituted for the experience required on a year-for-year basis.

Experience: Two years' full-time sub-professional engineering work but may be substituted on a year-for-year basis of preferred educational requirements.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works predominantly indoor but often performs work in an outdoor environment. Sitting and standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, as well as operate a variety of hand tools and equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone or radio. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information in the office environment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Must possess the ability to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work in confined spaces; operate a variety of hand and power tools and equipment. Employees working indoors are exposed with moderate noise levels, extreme temperature conditions, and no direct exposure to hazardous physical substances. When working outdoors, employees may be exposed to loud noise levels, cramped spaces and conditions, and mechanical hazards associated with equipment and other hazards due to working around the public. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	