

CITY OF FAIRMONT POSITION DESCRIPTION

ENGINEERING TECH I

DEPARTMENT: Engineering
FLSA CLASSIFICATION: Union, Non-Exempt
REPORTS TO: Director of Public Works/City Engineer
SUPERVISES: None

DEFINITION:

Under the supervision of the Director of Public Works/City Engineer, the Engineering Tech I performs technical work on engineering, surveying, planning, construction and related programs and projects.

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

ESSENTIAL FUNCTIONS OF THE JOB:

Design and Plan Preparation

- Perform computer aided drafting to design public infrastructure improvement projects such as streets, sanitary sewer and storm sewer conveyance systems, storm water detention ponds, water main, sidewalks, and trails.
- Perform field surveys and data collection as needed to assist in the preparation of designs.
- Assist in the development of quantity take-offs and prepare cost estimates.
- Identify right-of-way or easement acquisition to facilitate project construction.

Construction Inspection

- Perform municipal construction inspection to ensure construction is consistent with approved plans, specifications and contract requirements.
- Perform necessary material testing and sampling in accordance with the MN/DOT Schedule of Materials Control and/or the project specifications.
- Measure and document all quantities utilized in the construction of public improvements.

Project & Contract Management

- Communicate changes in project scope, costs, budget or timeline to City Engineer; update them on project development and status.
- Responsively communicate problems and differences in construction to City Engineer; implement defined actions to remedy problems.

Surveying

- Establish construction limits and set construction stakes for various public improvements.
- Complete field surveys using electronic total station or GPS surveying equipment.
- Obtains other field data and completes other miscellaneous survey tasks.

Records Maintenance

- Complete required construction project documentation including daily and weekly progress reports, construction diaries, and inspection forms.
- Perform measurements and develop ties to valves, service connections and other elements of public improvement projects.
- Transfer as-built information from field to permanent original plans (digital and hard copy).
- Maintain department project files for assigned projects; file and archive all associated paperwork, as-built files and digital records in accordance with the City's records retention schedule.

- Maintain and update all city and utility construction information, including infrastructure mapping, in GIS system.

General

- Communicate complaints from the public relative to the department operations, construction, or services to City Engineer.
- Monitors the activities of other agencies performing work in City public right-of-way.
- Prepares maps and graphic illustrations for use in reports and public presentations.
- Keeps City Engineer informed of assignments, problems, issues, errors, complaints or concerns as they arise.
- Remains current on construction practices, and generally accepted engineering standards.
- Provides assistance to contractors and the public regarding standards, practices, benchmarks, as-builts, etc.
- Performs other duties and assumes other responsibilities as assigned or apparent.

EQUIPMENT USED:

- Computer
- Computer aided design software
- GIS
- GPS and other survey equipment

REQUIRED KNOWLEDGE AND ABILITIES:

- Working knowledge of the methods and equipment used in engineering, surveying, and drafting.
- Working knowledge of AutoCAD or similar computer aided design and drafting software.
- Ability to read and interpret plans and specifications for construction projects.
- Good mathematical ability including algebra and trigonometry.
- Ability to interpret and manipulate geographical information systems (GIS) using ESRI software.
- Ability to prepare neat and accurate engineering drawings and records.
- Ability to work effectively with outside contractors and the public.

MINIMUM QUALIFICATIONS:

- Two year degree in construction or engineering related field.

PREFERRED QUALIFICATIONS:

- Two years of experience in a public works or engineering organization developing knowledge, skills and abilities required for the position.
- Experience with AutoCAD Civil-3D software pertaining to municipal infrastructure design.

CONDITIONS OF EMPLOYMENT:

- Possession of a MN Class D Driver License or the ability to obtain one within 30 days of employment.
- MN/DOT Construction Technician Certification in Bituminous, Concrete, Grading and Base, and Storm Water Pollution Prevention Plan or ability to obtain within one year of hire.
- Must satisfactorily pass a criminal background examination.
- Must comply with organizational and departmental policies.

WORK SCHEDULE:

The typical work hours for this position are 8:00 a.m. to 4:30 p.m., Monday-Friday. Additional hours may be required during construction season.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

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.

This position requires the employee to work alone, with others, around others and have contact with the public. This position will work inside in an office.

Activities that will **occur continuously**, sitting, verbal communication, hearing, repetitive motions, problem solving, written communication, interpersonal skills, and standing.

Activities that **occur occasionally**, walking, lifting, carrying, reaching, hand/eye/foot coordination, bending; stooping; kneeling; reaching at, above, and below shoulder level with the right, left, and both shoulders; and lifting and carrying up to 24 pounds.

The 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.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Fairmont.

Employee Signature

Printed Name

Date