

City of La Grande  
Engineering Tech III

<b>Department:</b>	Public Works	<b>FLSA Status:</b> Non-Exempt
<b>Accountable to:</b>	Director, Assistant Director, Superintendent	<b>Representation:</b> Represented
<b>Supervises:</b>	Non-Supervisory	<b>Adopted:</b> September 2019

**GENERAL POSITION SUMMARY:**

Performs engineering work of an advanced technical nature in the field or office in connection with surveying, inspection, location, design, construction, maintenance and operation of Public Works facilities and construction projects under the direction of the Public Works Director, Assistant Public Works Director or Superintendent. Prepares written reports and may make public presentations.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Inspect construction by City personnel or private contractors for streets, curbs, drainage, sewer and water projects to comply with City standards and verify conformance to approved plans and specifications.
- Participate in the design of utility and street projects; calculate quantities and costs; prepare bid tabulations; research property easements, descriptions and other data; complete various reports and prepare construction and as-built drawings.
- Research and perform field surveys as related to construction projects; direct survey crew activities in performing survey assignments as requested; check survey work in the field for accuracy, proper methods and procedures, crew utilization and rate of progress.
- Secure samples for various material testing requirements performed in conjunction with construction projects.
- Maintain proficiency by attending conferences and meetings, reviewing reports, reading professional journals and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.
- Follows all safety rules and procedures established for work areas.
- May enforce City codes as assigned.

**SUPERVISORY RESPONSIBILITIES:**

May exercise supervision over some employees engaged in surveying operations and routine office work.

**SUPERVISION RECEIVED:**

This position works under the supervision of the Public Works Director. Position may be supervised under the Assistant Public Works Director or the Engineering Superintendent depending on Department staffing.

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

- Knowledge of mathematics and trigonometry as applied to the field of surveying, engineering, computations and design.
- Knowledge of basic engineering practices and procedures.
- Knowledge of drafting and blueprint reading.
- Knowledge of computer operations and data processing equipment for engineering and surveying calculations.
- Skilled in use of Computer Aided Drafting Programs.
- Skilled in maintenance and use of survey equipment
- Good communication and public relations skills.
- Ability to inspect and evaluate work performed during construction projects for compliance with approved plans specifications.
- Ability to follow written or oral instructions accurately and in a timely fashion.
- Ability to assume minor supervisory responsibilities.
- Ability to analyze a problem and prepare a written report suggesting a corrective action.

### **EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES**

#### **REQUIRED:**

- Must be at least 18 years of age
- High School Diploma or GED
- Four (4) years of technical engineering experience performing construction inspection, design, contract administration, or related engineering work
- Position will require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid Oregon driver's license (or ability to secure an Oregon driver's license within one (1) month of hire date), and have an acceptable driving record. Use of personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage

#### **PREFERRED:**

- Oregon Engineer-In-Training Certification, i.e. passed the State Fundamentals of Engineering (FE) examination.
- Oregon Land Surveyor (LS) license.

### **WORKING CONDITIONS:**

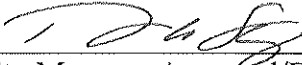
Work is sometimes performed in industrial office working conditions where the noise level is typical of most office environments. Duties are performed equally in the field and office. Exposure to varying weather conditions and traffic when conducting field surveys and project inspections.

### **PHYSICAL DEMANDS:**

Sit, communicate, reach and manipulate objects, tools or controls. Position requires mobility indoors and outdoors in varying terrain. Duties involve moving materials weighing up to twenty (20) pounds on a regular basis and up to fifty (50) pounds on an infrequent basis. Manual dexterity and coordination are required over 50% of the work period while operating such equipment as computers, surveying equipment or motorized vehicle.

**MATERIALS AND EQUIPMENT USED:**

- Computer
- Transit, level, and other survey equipment
- Mouse/Trackball
- Ten Key/Calculator
- Copier
- Fax Machine
- E-Mail
- Telephone
- Hand Tools
- Automobile
- Paper
- File Folders
- Pens/Pencils

 9/13/19  
City Manager Approval/Date

I have reviewed this job description and am able to perform the essential functions with or without reasonable accommodations and I have received a copy of this job description.

\_\_\_\_\_  
Employee Print Name

\_\_\_\_\_  
Employee Signature/Date