



**Class Title:** Engineering Technician I  
**Department:** Engineering (Engineering Services Division)

**Unit:** Union (LAW)  
**FLSA Status:** Non-Exempt

**Summary Description**

The Engineering Technician I is responsible for performing technical work consisting of reviewing permits, inspecting Illicit Discharge and Detention Ponds, assisting in construction inspection and surveying. The Engineering Technician I also provides support for other general Engineering Department tasks.

**Supervision/Accountability**

This position is accountable directly to the Design Engineer, indirectly accountable to the Assistant City Engineer. There are no supervisory responsibilities in this position.

**Major Duties/Essential Functions**

Conducts field reviews and addresses requests for service and drainage complaints. Identifies the problems, recommends solutions, and coordinates resolution with citizens.

Reviews Building Permits to assure compliance with the Master Grading Plan and that appropriate erosion control measures are implemented.

Reviews and issues permits including driveway, right-of-way excavation, temporary work encroachments, and accessory structures.

Reviews and approves grade certifications for residential lots.

Inspects City-owned regional detention ponds as frequently required.

Inspects illicit discharge points throughout the City, annually and when a concern arises.

Assists the Design Engineer with traffic counter set-ups.

Processes Digger’s Hotline requests.

Addresses driveway approach questions and inspections when primary staff is unavailable.

Performs a variety of office related functions, including citizen assistance at the front counter; permit processing; and generating correspondence, letters, and maps to assist staff with City Code enforcement.

Logs in and assigns file numbers to all new plan sheets related to public infrastructure and City facilities.

Assists Engineering Technician II with surveying and construction inspection work when necessary.

### **Minor Duties/Responsibilities**

Creates and maintains project files and thorough inspection records indicating as-built information,

Maintains a working knowledge and awareness of all applicable State and City construction specifications and subsequent amendments.

Attends relevant seminars and meetings in order to improve working knowledge and skills.

Notifies supervisor regarding any perceived violations of City Ordinances or regulations not in the primary area of responsibility of this position.

Maintains and safekeeps City vehicles and equipment.

Performs related tasks and other assigned duties as required.

### **Knowledge**

Knowledge and experience of the municipal permitting process and working within permitting software. Familiarity with principles and practices of municipal engineering, construction, design, and inspection. Knowledge of engineering calculation, basic field surveying, CAD and construction plans and specifications. Understanding of the storm water management plans and inspection principals. Knowledge of Municipal Code requirements related to Engineering activities. Understanding of drainage principles and erosion control best management practices. Maintains awareness of City standards, ordinances, and policies as well as procedures established for the department.

### **Skill/Ability**

Ability to perform all duties and essential functions in a manner consistent with the department's vision and mission. Skill in the application of the knowledge and experience of design, engineering drafting and interpreting construction plans and specifications. Skill in operating the listed tools and equipment. Ability to prepare, organize and maintain inspection field reports; to perform required mathematical computations; and to prepare reports, letters and memorandums for transmittal to the public and other departments. Ability to effectively communicate complex technical information, verbally and in writing, and to effectively work with contractors, developers, property owners, City staff, consultants, other governmental agency representatives, City Officials and the general public. Adept at making sound decisions and effectively prioritizing a multi-tasked workload. Ability to research and obtain pertinent information through various resources including tax records, abstracts, state statutes and affidavits. Ability to read and understand codes, ordinances and complex plan sets. Ability to work independently with just occasional review of work performance or records. Ability to assess storm water retention and detention ponds for maintenance purposes. Ability to use GPS field survey systems. Ability to work in the following software programs: *Microsoft Office, Adobe, ArcGIS, AutoCAD*. Ability to use, or to be trained in, the City's permit software program *BS&A*.

### **Education/Experience**

Graduation from high school or GED equivalent with two (2) years of relevant experience in municipal engineering or any equivalent combination of education and experience is required. Associate degree in civil engineering technology is desirable.

### **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 functions. Work is performed mostly in an office setting. There will be occasional outdoor work visiting construction sites to review drainage issues or temporary inspection assignments. Must be physically capable of moving about on construction work sites, and a City vehicle will be provided. A high degree of hand-eye coordination is necessary to operate survey equipment and the various other pieces of equipment. While performing the duties of the job, the employee is regularly required to stand, walk, handle and operate tools and equipment, and to reach with hands and arms. The employee is required to sit, climb, balance, stoop, kneel, crouch, talk and hear. The employee must at times lift and/or move up to 50 pounds. Specific vision abilities required by this job include up-close, distance, color, peripheral, depth perception, and the ability to adjust focus.


**License/Certifications**

Possession of a valid Wisconsin motor vehicle operator’s license is required. Loss of required license is cause for demotion or termination.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. 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.*

Approved By:   
City Administrator

Reviewed By:   
HR Manager

Reviewed By:   
City Engineer

**Revision History:**  
November 13, 2023