



Position: Engineering Technician II
Department: Engineering (Engineering Services Division)

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

Summary Description

The Engineering Technician II is responsible for providing planning, construction, and design work on City improvement projects and performing complex technical work in engineering, drafting, and field surveys.

Supervision/Accountability

This position is accountable directly to the Design Engineer, indirectly accountable to the Assistant City Engineer. This position may work independently and provides direction to assistant field staff conducting construction inspection and survey work.

Major Duties/Essential Functions

Performs field inspection of public infrastructure construction and thoroughly documents the work in daily progress reports to ensure compliance with the plans, specifications, special provisions, and applicable codes.

Inspects all construction materials incorporated into the work for compliance with specifications.

Develops detailed punch lists and communicates construction deficiencies to contractors and supervisor.

Performs condition ratings of City streets, storm sewers and sidewalks for capital improvement planning. Assists in evaluating data and preparing reports for recommendations of yearly pavement maintenance, repair, and reconstruction projects.

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

Creates and maintains project files, thorough inspection records, as-built information, and daily progress reports on projects.

Responds to problems or questions from citizens and developers involved with all phases of construction work regarding inspection procedures and takes appropriate action consistent with delegated authority.

Checks for proper use and placement of traffic control devices to assure compliance with the Manual on Uniform Traffic Control Devices (MUTCD). Reports perceived traffic control deficiencies to the contractor's foreman and to supervisor.

Checks proper installation of driveway approaches, street cuts, public sidewalk installations, erosion control, and all other permitted construction within public right-of-way.

Responsible for maintaining a general awareness of all Engineering Department projects active in the field and for reporting any identified problems or deficiencies.

Prepares pay estimates on City projects and reports all over/under quantities with supporting documentation.

Serves as lead surveyor on field data collection and construction staking; directs assistant field staff as necessary.

Performs erosion control inspections at commercial construction sites, identifies and documents work, and communicates needs with site project managers.

Performs work in accordance with safety policies and procedures.

Minor Duties/Responsibilities

Assists in the development of public improvement plans through design, quality control review, and in quantity take-off.

Updates the GIS data of the City by using ArcGIS.

Confers with Engineering staff and presents complex problems, issues, and solutions.

Attends professional seminars and meetings in order to improve working knowledge and skills. Maintains certifications and attends training sessions as necessary.

Attends pre-construction meetings and other meetings as assigned.

Reviews construction plans for conformance to City and general construction practices.

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

Responsible for maintenance and safekeeping of City vehicles and equipment.

Performs related tasks and other assigned duties as required.

Knowledge

Knowledge of the methods, principles, materials, and equipment common to utility and public works construction and operation including safety procedures and equipment (PPE, traffic control devices, confined space entry, open trenches, digging near buried facilities, etc.). Understanding of basic concepts, principles, and practices of municipal engineering, construction, design, and inspection. Familiarity with engineering calculation, intermediate field surveying and related equipment (including GPS and total station), CAD, and construction plans and specifications. Knowledge of drainage principles and erosion control best management practices. Maintains awareness of all applicable 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 reading and interpreting construction drawings, plans and specifications. Skill in

operating the listed tools and equipment. Skill in applying material testing procedures. Ability to prepare, organize and maintain inspection field reports. Ability to perform required mathematical computations. 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. Skill in the application of the knowledge and experience of design, engineering drafting and interpreting construction plans and specifications. 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 occasional review of work performance or records. Ability to work in the following software programs: *Microsoft Office, Adobe, AutoCAD, and ArcGIS*. 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 five (5) years of relevant experience in construction inspection, surveying, or drafting work or any equivalent combination of education and experience is required. Associate's 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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed largely in field construction sites or live traffic settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, public works facilities and undeveloped land. 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.

State Certification for enforcement of erosion control or ability to acquire within one (1) year of employment.

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 10, 2023